Fingerprint Access Control / Time Attendance

User's Manual

(Version: 7.0.13)

PANKE

PK3008 System Topology
...
...
More Device...
Alarm System
(Power Box)
(Exit)
Lock Signal Feedback
(Optional)
(Electromagnetic lock)
(Mortise lock)

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Chapter I: Notice for using

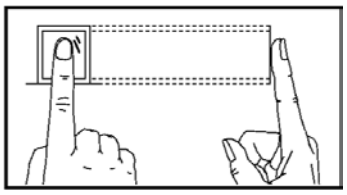
Thanks for purchasing our Fingerprint Time Attendance and Access Control System Terminal. Please refer to this user manual carefully before using, which helps you improve the efficiency of using this product.

1.1 Operating environment

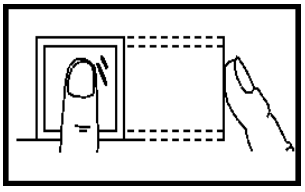
- Avoid installing the Fingerprint Time Attendance Terminal at places where irradiated by strong light directly. The strong light affects the collecting of fingerprints which would lead to the failure of the fingerprint authentication.
- The operating temperature of Fingerprint Time Attendance Terminal is 0℃–45℃. Avoid the long term outdoor usage of the terminal. The normal working of the Fingerprint Time Attendance Terminal will be affected by the long term outdoor usage. If it is necessary to use outdoor, the sunshade and cooling equipment are recommended in summer and warm keeping facility is recommended in winter to protect the Fingerprint Time Attendance Terminal.

1.2 Description of pressing fingerprint

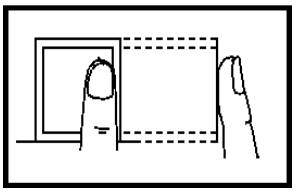
Correct pressing method: Press with your finger right on the fingerprint collecting window, with the fingerprint's center aligning to the center of the gathering window as much as possible. Finger pressing method is shown as follows:



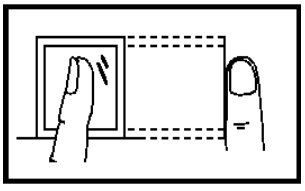
Correct



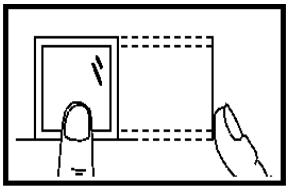
Too perpendicular



Too deflective



Tilting



Too low

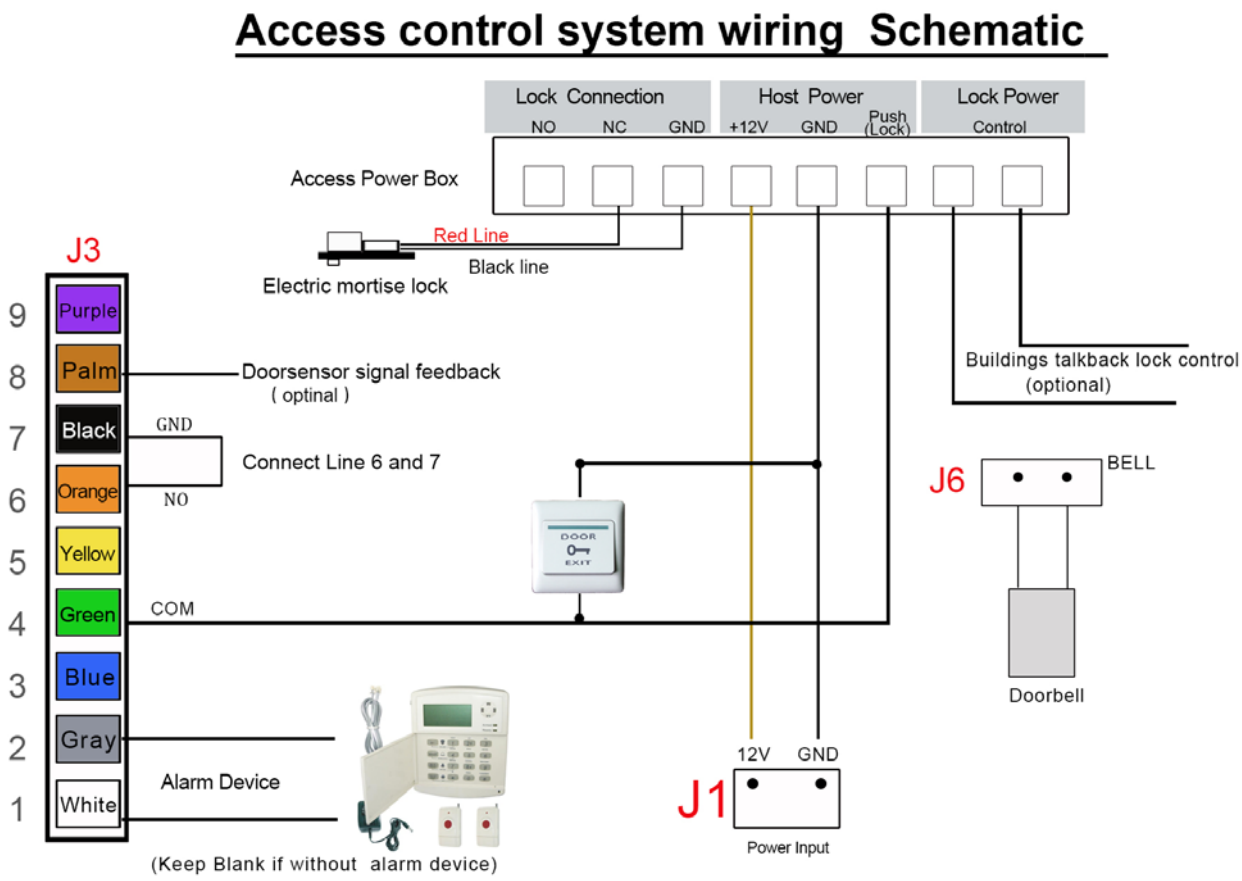
Attentions: please press the finger correctly during the authentication.

Chapter II: Quick guides for the menu

2.1. Turning on the device

Plug the DC12V power adapter to the terminal or connect the power cable in the backside of the terminal, and to press the power button to start in the keyboard.

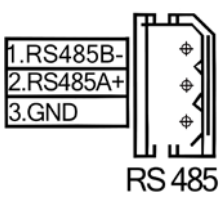
2.2. Port Interface Description:



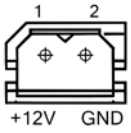
Port Interface: TCP/IP, RS485, USB Port, every interface function as follows:

2.2.1. USB Port: USB upload/download data and USB communicate with PC

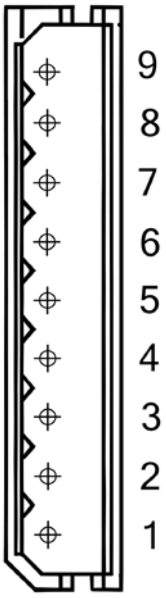
2.2.2. RS485 Interface（J15）:

Serial No.:	Interface Diagram	Definition	Remarks
1		RS485B-	Connect with B- of 485 converter
2		RS485A+	Connect with A+of 485 converter
3		GND	Connect with ground

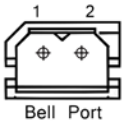
2.2. 3. Power Interface (J1):

Serial No.:	Interface Diagram	Definition	Remarks
1		RS485B-	Connect with B- of 485 converter
2		RS485A+	Connect with A+ of 485 converter

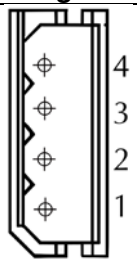
2.2.4. Signal Output Interface(J3):

Serial No.:	Interface Diagram	Definition	Remarks
9		Exit Button	Open the door
8		Door Sensor	Door sensor signal
7		GND	GND
6		Lock N.O	Control lock signal interface
5		Lock N.C	Control lock signal (normally close) interface
4		Lock COM	Control lock signal (public) interface
3		Alarm N.O	Ring (Alarm) Output (normally open) interface
2		Alarm N.C	Ring (Alarm) Output (normally close)
1		Alarm COM	Ring (Alarm) Output (public) interface

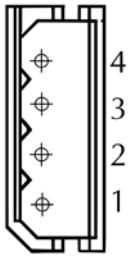
2.2.5. Door Bell Interface(J6):

Serial No.:	Interface Diagram	Definition
1		No.1 and No.2 is the Door Bell Signal, No + and GND different.
2		

2.2.6. Wiegand Input(J8):

Serial No.:	Interface Diagram	Definition	Remarks
4		GND	GND
3		Wgn-out 0	Wiegand 26 Signal Input (F1, Connect to D0)
2		Wgn-out 1	Wiegand 26 Signal Input (F1, Connect to D1)
1		+5V	+5V(+), (If Power:: 12V, If F1: +5V)

2.2.7. Wiegand Output (J2):

Serial No.:	Interface Diagram	Definition	Remarks
4		GND	GND
3		Wiegand out D0	Wiegand 26 Signal output (Connect to D0)
2		Wiegand out D1	Wiegand 26 Signal output (Connect to D1)
1		+5V	+5V(+), normally, do not connect any.

2.3. 【Tech Information】

Function	Description	
Product Name:	Fingerprint Time Attendance & Access Control	
Access Control	Yes	
Time Attendance	Yes	
User's Capacity	1000	
User' Log Capacity	100,000	
Administrator Record Capacity	2,000	
Communication Method	USB，TCP/IP， RS485 , WIFI (Optional)	
ID Card	Wiegand MIFARE, RFID	
Verification Mode	Fingerprint, ID Card, Password or Mixed	
CPU	32bit	
Optical Sensor:	COTO CEN 931	
LCD：	2.4" TFT-LCD	
USB Port	USB Flash Disk | USB Data Transfer	
Input Port	1* Wiegand 26/34 input (built-in card reader module), 1 * magnetic switch input, 1 * disassemble the alarm input, 1 * the door open button input	
Output Port	Wiegand-26, Two relay outputs (lock, alarm)	
Power Input	DC 12V	
threshold	1:N or 1:1	
FAR:	≤0.0001%	
FRR:	≤0.001%	
Identification speed:	≤0.76s	
Keyboard:	4 * 4 Keyboard + Doorbell Key	
Temperature	-10℃ — +60℃	
Product Size:	180 X 120 X 35 mm (A)	100 X 185. X 45.0 mm (B)

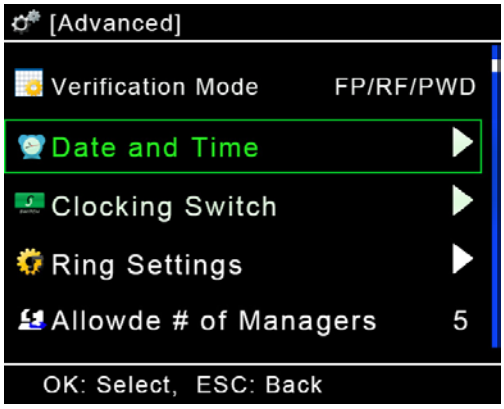
Chapter III: User's setting

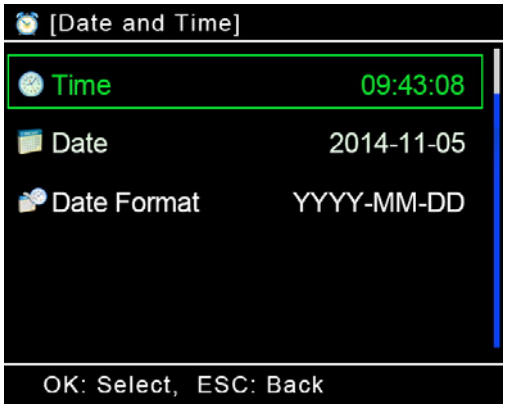
3.1. Enter the 【Main Menu】

When Power on the terminal, then press the 【MENU】 key to enter the 【Main Menu】, there are 4 function Menu, below is the quick introduce for each function.

* Every important: Please 【Factory Reset】 and reset the correct time when the first time use the attendance system terminal ! Please refer to the Chapter 3.3

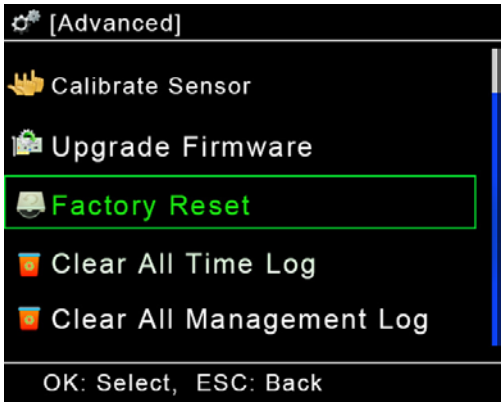
3.2.【Time Setting】

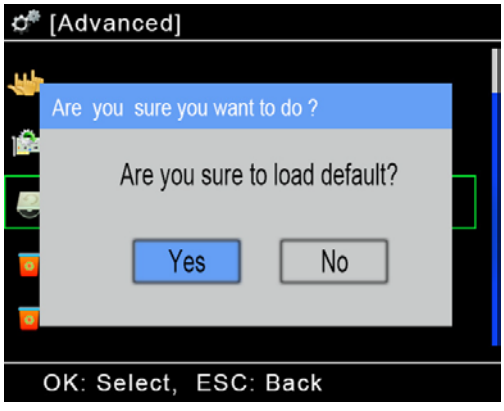




Press the 【Menu】→【Setting】→【Advanced】→【Date and Time】, It's every important to set the correct time for the first time use the terminal.

3.3.【Restore Factory】Setting



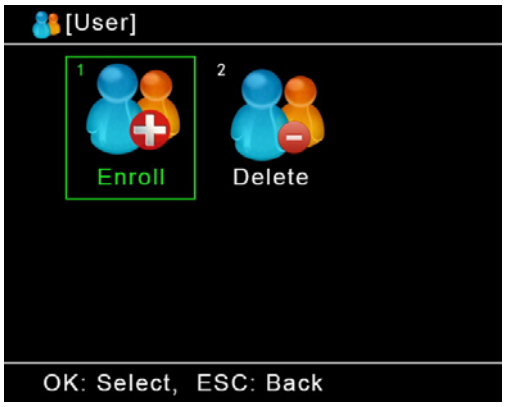


Press the 【Menu】→【Setting】→【Advanced】→【Factory Reset】, it will reset the

factory set.

*** Please notice: All setting will be deleted from the terminal when set restore factory, but the user's data , the Log information and user's time attendance will be kept. If want to delete all User's Data, please 【Clear All Time Log】,【Clear All Management Log】, 【Clear All Enrolled Data】.

3.4.【User】Setting

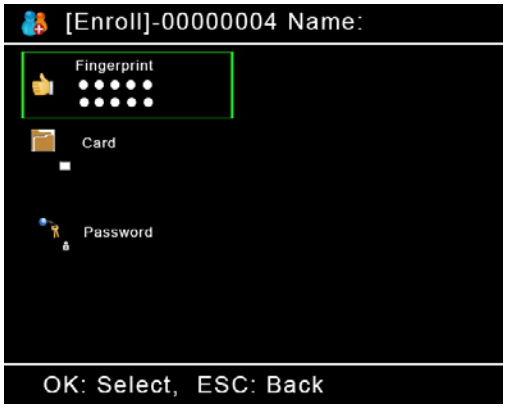


Press the 【Menu】→【User】→【Enroll】, Input the User's ID and Level,

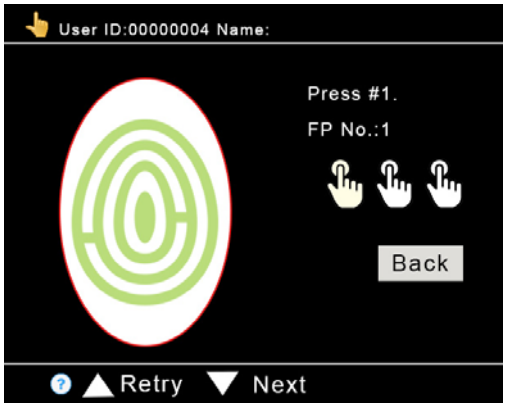
1.【User】: Can only check his own attendance information and door access.

2.【Administrator】: The header of the User/Manager, the Administrator can set all the function and can delete the 【Manager】

3.【Manager】: Manager, Part of the Administrator's authority, cannot set 【Advanced】 And cannot delete the 【Administrator】



(Fingerprint input)



(Input User's Fingerprint)

4. If the terminal set 【Manager / Administrator】, then, Only the Manager/Administrator can to enter the Menu every time.

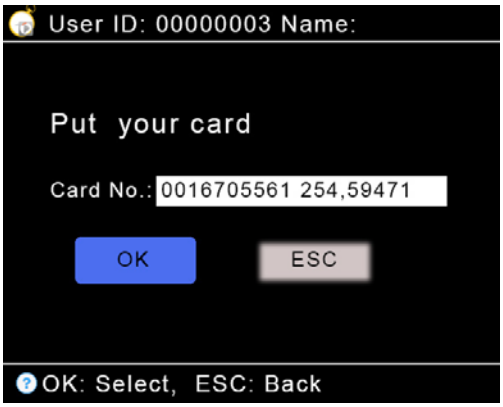
A: by Password: Press –>【Menu】→【0】→【ID No.:】,Input the Password.

B: By Fingerprint: Press→【Menu】→【Verify Manager】→【Put Admin Fingerprint】

C: By ID Card: Press→【Menu】→【Verify Manager】→【Swap Admin ID Card】

5. If do not set the 【Administrator】, then, the Manager has all Administrator function.

6. Every Employee / User can register 10 fingerprint, 1 ID card, 1 Password.

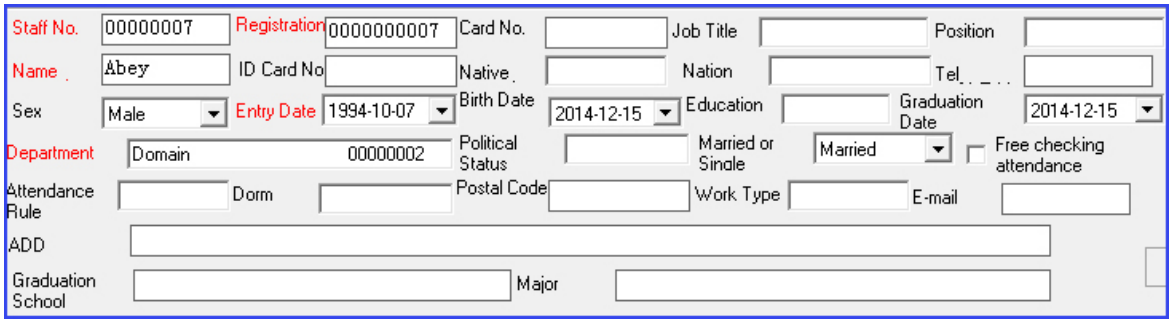


(ID card Swipe)

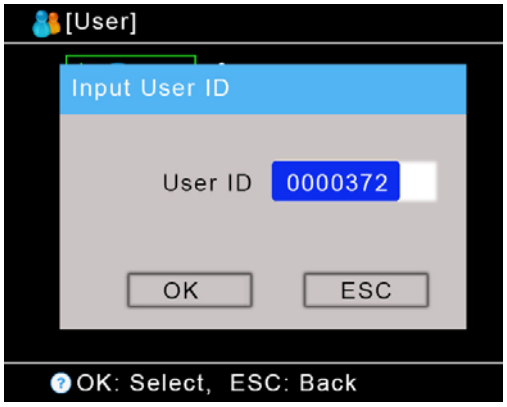
(Input Password)

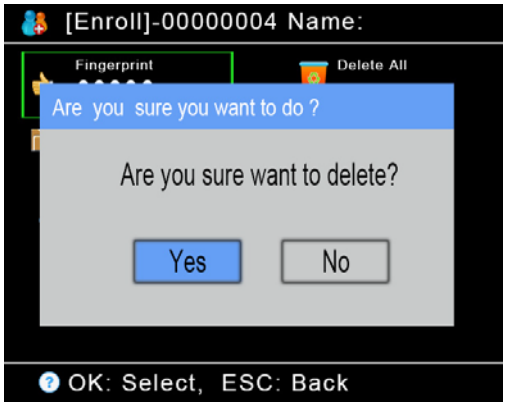
3.5.【Edit User】setting

Press the 【MENU】→【User】→ 【Enroll】→【ok】→【Input User ID】,can edit staff/user's Fingerprint, ID Card, or Password. We strongly suggest to edit it by the software,



3.6.【Delete User】setting



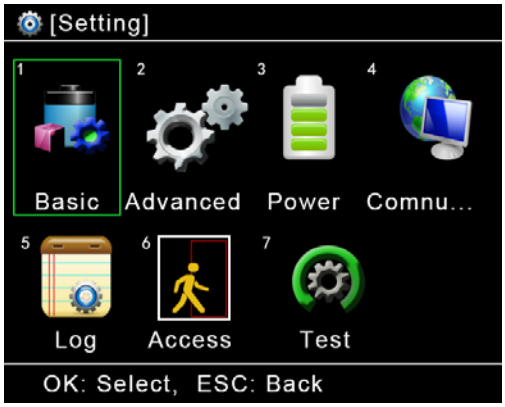


Press the 【MENU】→【User】→ 【Delete】→【ok】.

* Input the User's No.: and enter the User's Data. The manager/administrator can delete the user's Fingerprint, ID card, and Password or delete all data in one key.

Chapter IV: Function Setting

4.1. 【Basic Setting】



Press the 【MENU】→【Settings】→ 【Basic】→【ok】.

The administrator can set the Basic information, Such as Languages, Sound, Volume, and Key Tone.

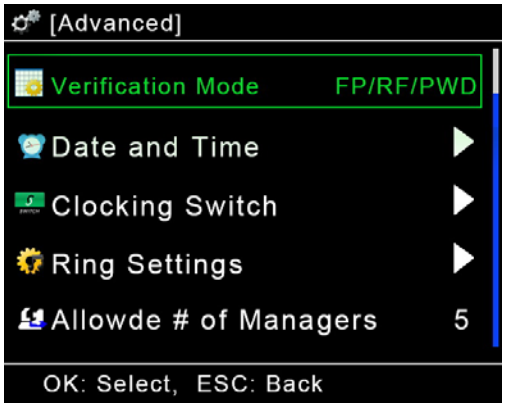
*【Languages:】the initial Languages are: Chinese, English, Korean, Spanish, Turkish, Persian, Thai, Indonesian, Portuguese, Vietnamese,

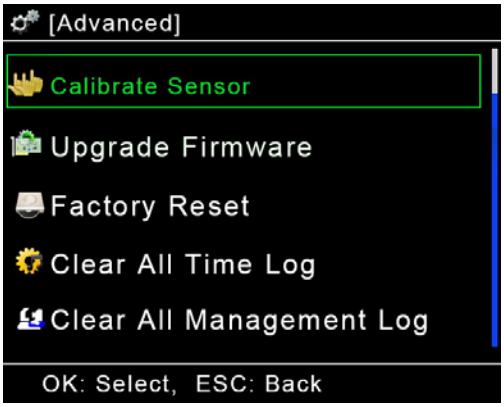
*【Sound:】 the administrator can choose the Sound is on or off 【Yes / No】

*【Volume:】 the administrator can choose the Volume 【0,1,2,3,4,5,6,7】

*【Sound:】 the administrator can choose the Sound is on or off 【Yes / No】

4.2. 【Advanced Setting】





Press the 【MENU】→【Settings】→ 【Advanced】→【ok】.

The administrator can set the advanced information, details as follows:

*【**Verification Mode:**】, the administrator can choose the different Verification mode: 【1.FP, 2.RF+FP , 3. RF, 4.ID +FP, 5.ID +PWD, 6. RF+PWD, 7.FP+PWD, 8.FP+RF+PWD, 9. FP|RF|PWD】

Remarks: FP= Fingerprint, RF=RFID Card, PWD=Password.

*【**Date and Time:**】check the setting in the Chapter 3.2.

*【**Clocking Switch:**】set the attendance work on / off time, we suggest to set it in the computer.

*【**Ring Settings:**】 **can set the ring time for work on / off, ring last time (Max: 255s)**

*【**Allowed # of Manager**】**:** To set the manager / administrator quantity (Max: 10 administrator)

*【**Calibrate Sensor**】**:** To correct the Sensor.

*【**Upgrade Firmware**】**:** To upgrade the software by USB Disk or from the PC.

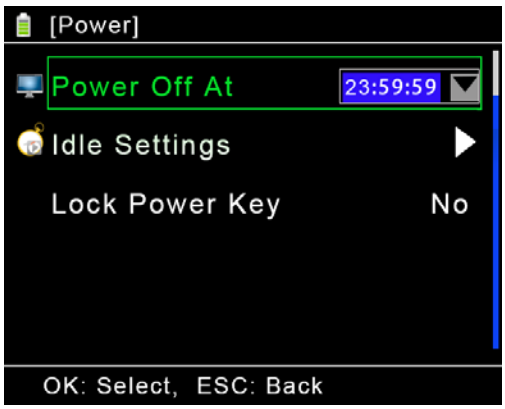
*【**Factory Reset**】**:** To reset the terminal to the Factory setting.

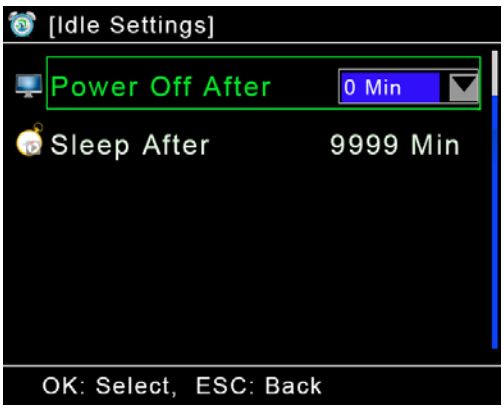
*【**Clear All time Log**】**:**To delete all Time attendance Data.

*【**Clear All Management Log**】**:**To delete all administrator's operation Data.

*【**Clear All Enrolled Data**】**:**To delete all User's Data, All User's register fingerprint, ID card, Password Data will be delete from the terminal and cannot be found back.（very carefully before you set this function）

4.3. 【Power Setting】





*【**Power Off At**】**:** To set the terminal to Auto Power off Time to save the energy.

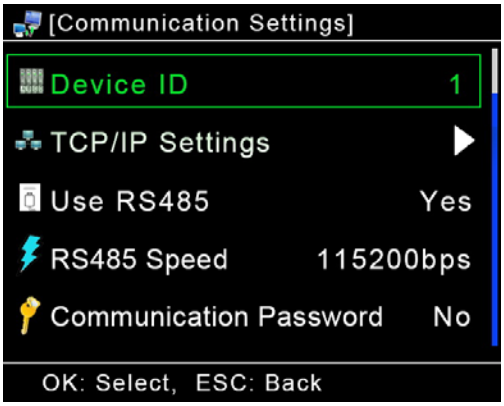
*【**Idle Setting**】**:** There are two sub-settings: 【Power off After】and【Sleep After】

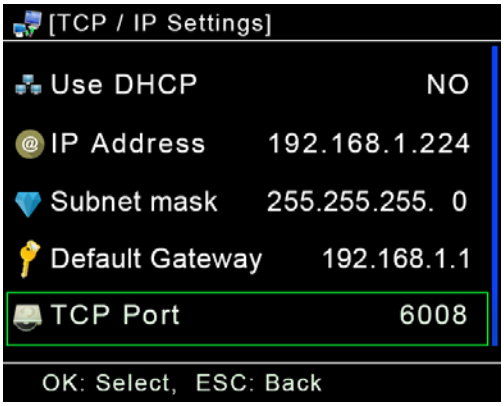
*【**Power Off After**】**:** Can set the Power off time after the last operation in the terminal.it is from 【No Power off / 0 ~ 9999Minutes】

*【**Sleep After**】**:** Can set the Sleep time after the last operation in the terminal.it is from 【No Sleep / 0 ~ 9999Minutes】

*【**Lock Power Key**】**:** To set the terminal can Power on / off by hand 【Yes / No】

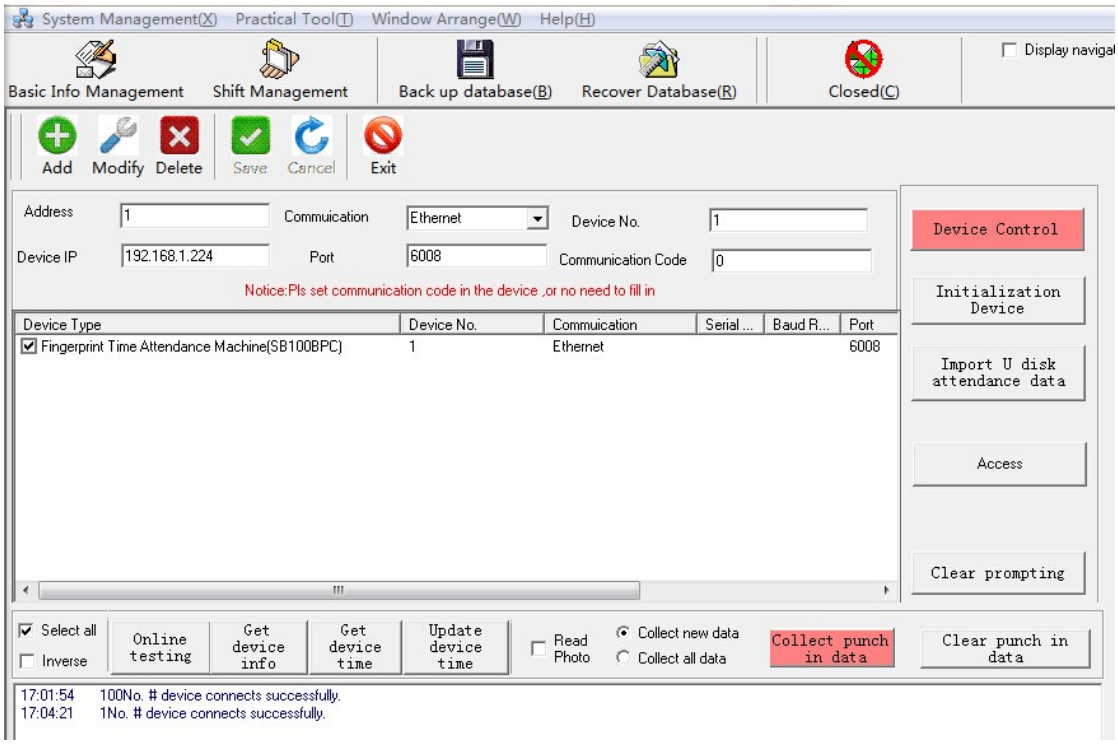
4.4. 【Communication Setting】





【Device ID】: To set the terminal ID, so the PC can recognize the terminal. 【1 ~9999】

*【**TCP/IP Settings**】: To set the terminal IP address, so it can connect to the PC by LAN (local area network). Please set the same TCP/IP in the Terminal as the computer, make sure the IP address is not occupied and this model only support the LAN, not the Internet connect, it means you cannot get the data from the device from the website.



*【**Use RS485**】: To set the terminal to use the RS485 connect or not 【Yes / No】.

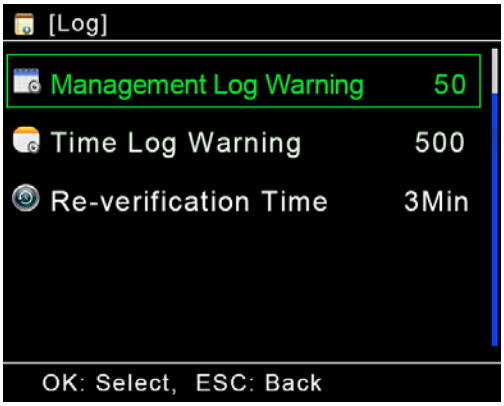
*【**RS485 Speed**】: To set the RS485 Speed 【115200,9600, 19200,38400,57600bps】

*【**Communication Password**】: To set the Password: 【No , suggest "NO"】

*【**Event Transfer Mode**】: To set the terminal Transfer Mode 【No , TCP/IP , RS485】

We strongly suggest to connect this device to computer by USB cable, or LAN, not the RS485, its easier way to all of users.

4.5. 【Log Setting】

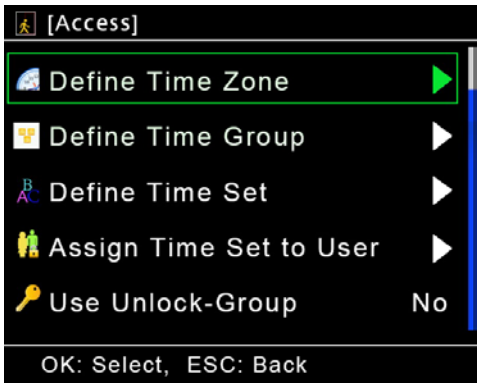


*【**Management Log Warning**】: To set Log Warning Quantity: 【No , 0 ~ 100】

*【**Time Log Warning**】: To set the Time Log Warning Quantity: 【No , 0 ~1000】

*【**Re-verification Time**】: To set the user's repeat-time, 【No , 0 ~ 255 Minutes】

4.6. 【Access Setting】



Define Time Zone

No	Time
Time Zone0	Always Allowed
Time Zone1	08:00-12:00
Time Zone2	13:30-17:30
Time Zone3	19:00-21:30
Time Zone4	22:00-23:59
Time Zone5	00:00-00:00
Time Zone6	00:00-00:00

*【**Define Time Zone**】: To set the Open door time ,Totally can 31 time zone set, the administrator can set the valid open door time.

*【Time Zone0 】 is always Allowed. 【Time Zone31 】 is always disallowed.

Define Time Group

No		Time zone
0	1	Time Zone1
1	2	Time Zone6
2	3	Time Zone31
3	4	Time Zone31
4	5	Time Zone31
5	6	Time Zone31
6	7	Time Zone31
7		

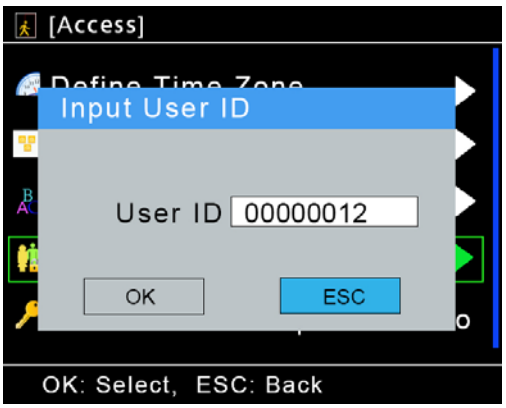
Define Time Set

No		Time Group
0	SUN	Time Goup1
1	MON	Time Goup2
2	TUE	Time Goup1
3	WED	Time Goup1
4	THU	Time Goup1
5	FRI	Time Goup6
6	SAT	Time Goup6
7		

*【**Define Time Group**】: To set the Time Group, there are 1-10 Group, every group can choice one Time Zone from the Time 0 ~ Time 31.

*【**Define Time Set**】: To set everyday Access time (From Sunday to Saturday).

*【**Assign Time Set to User**】: The user's Access 【Group】 and 【Time】set.



*【**User Unlock-Group**】: To set Unlock -Group, 【Yes / No 】

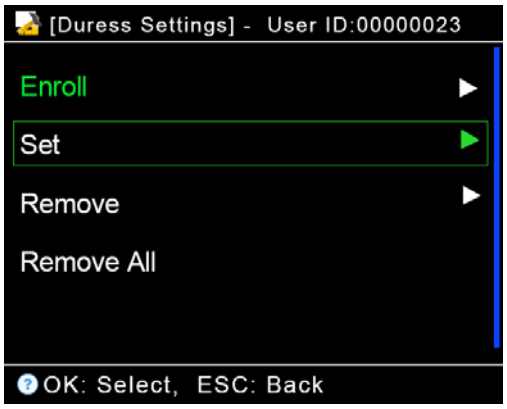
*【**Define Unlock-Group**】: To set the Unlock -Group, 【G0 ~ G9】

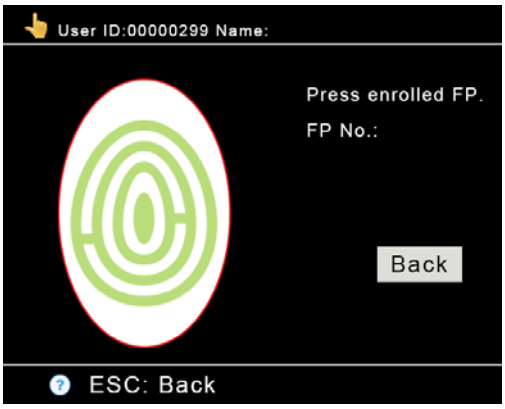
*【**Door Open Time**】: To set the Open Door Time, 【No , 0 ~ 10 seconds】

*【**Door Open Timeout**】: To set door open timeout, 【No , 0 ~ 255 Minutes】

*【**Door Sensor Type**】: To set the Door Sensor Type, 【None, Open,Close】

*【**Duress Settings**】: To set the user's can open the door and send Warm when he is threatened. Every user's can set one fingerprint for Duress Fingerprint!





*【**Wiegand Type**】: To Choose the Wiegand Type, 【Wiegand-34 | Wiegand26】

*【Card ID Read Mode】: To set the ID Card mode, 【Mode 1 | Mode 3】

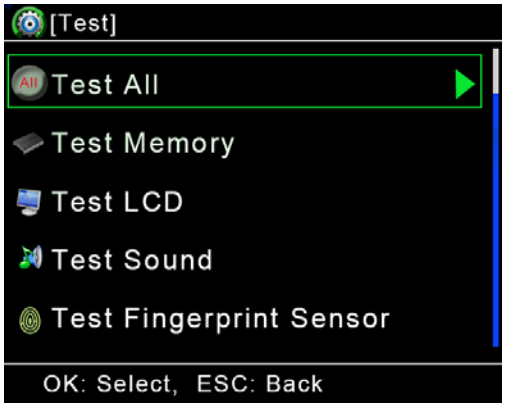
4.7. 【Test】

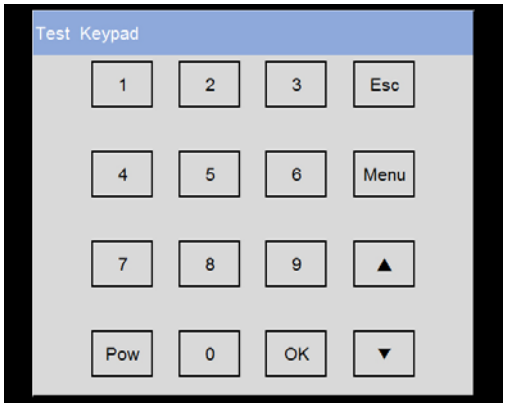
*【**Test All**】: To auto-test all terminal hardware.

*【Test Memory】: To test inside memory, it lasts about 3-5 minutes if there are big records, and it will auto-power off after finished test.

*【**Test LCD**】: To test the LCD colors.

*【**Test Sound**】: To test the all sound.



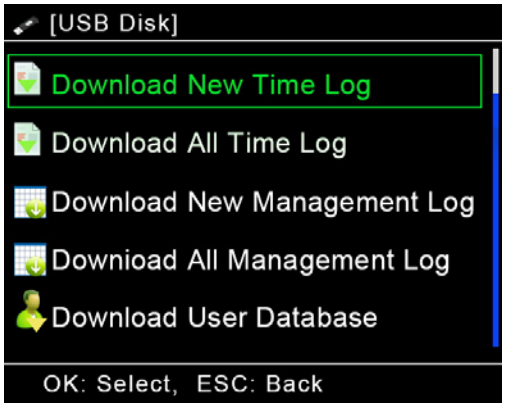


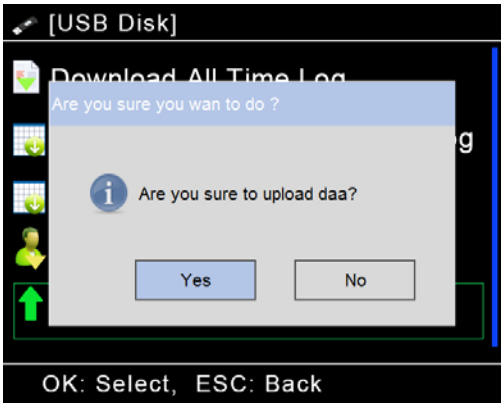
*【**Test Fingerprint Sensor**】**:** To test Fingerprint sensor.

*【**Test Keyboard**】**:** To test all keys.

*【**Test RTC**】**:** To test built in Real-Time Clock.

4.8. 【USB Disk】

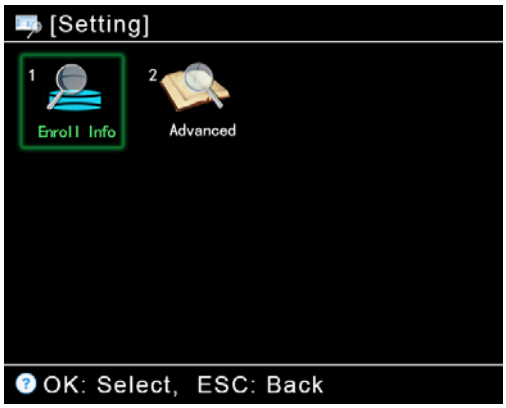


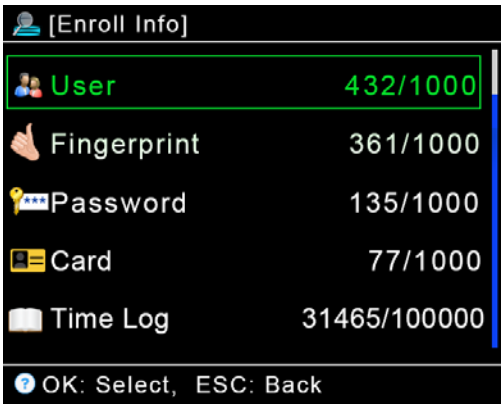


The administrator can download or upload all Time attendance log information from here to USB Flash disk in ".txt". But we suggest to use the our 【software】 in the PC, it's more easy to use all information.

* 【User Database】: We suggest to download it after collect all staff/user's information and kept it in your PC, it can backup once you format the Device.

4.9. 【Information】





The administrator can check all terminal record in this menu.

Chapter V: Software in PC

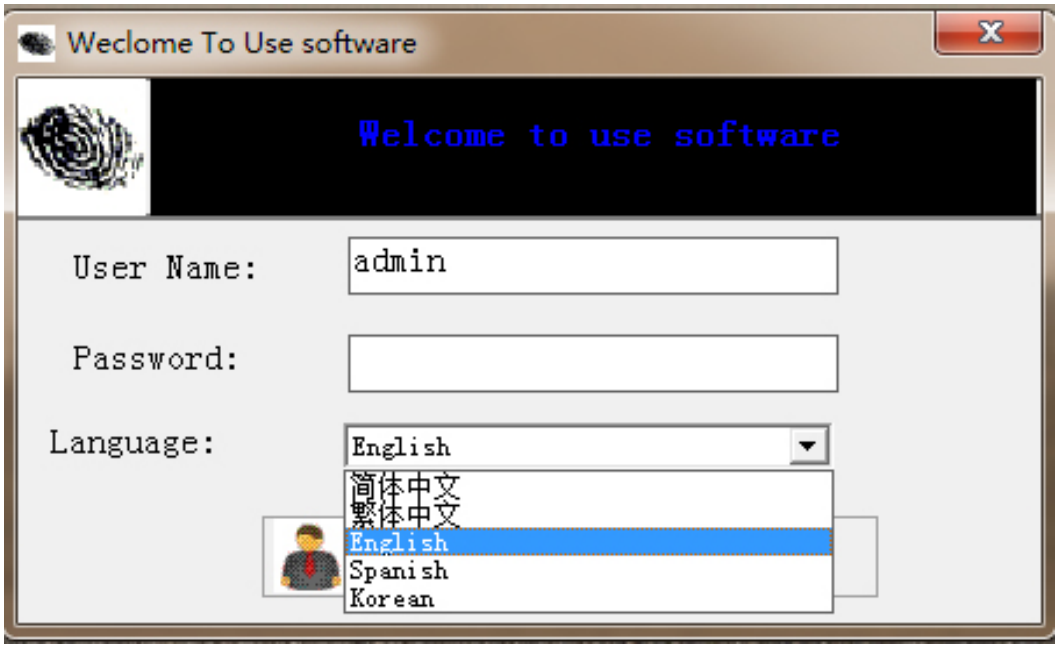
5.1. 【Very Important】

The administrator should enroll/register the staff/Users any one of the Fingerprint / Password / ID card in the device before use the software, otherwise, the software cannot transfer data between the computer software and the terminal. Please refer Chapter 2.4

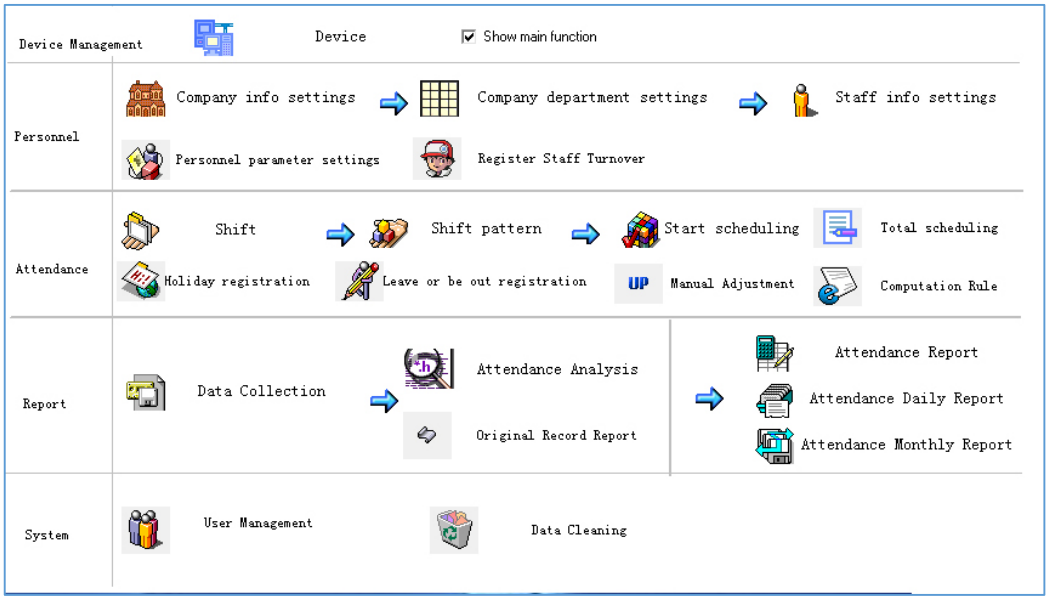
5.2. 【Download Software】

Please download the software from the website.

5.3. 【Software Languages Choose】

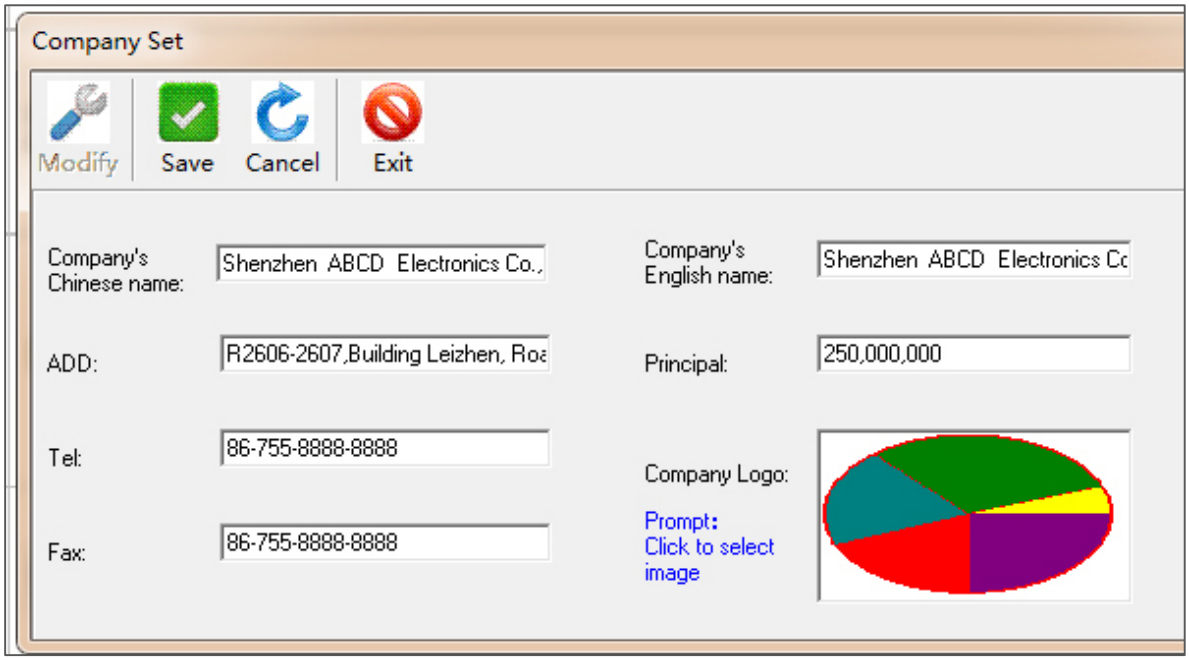


5.4. 【Basic Setting】



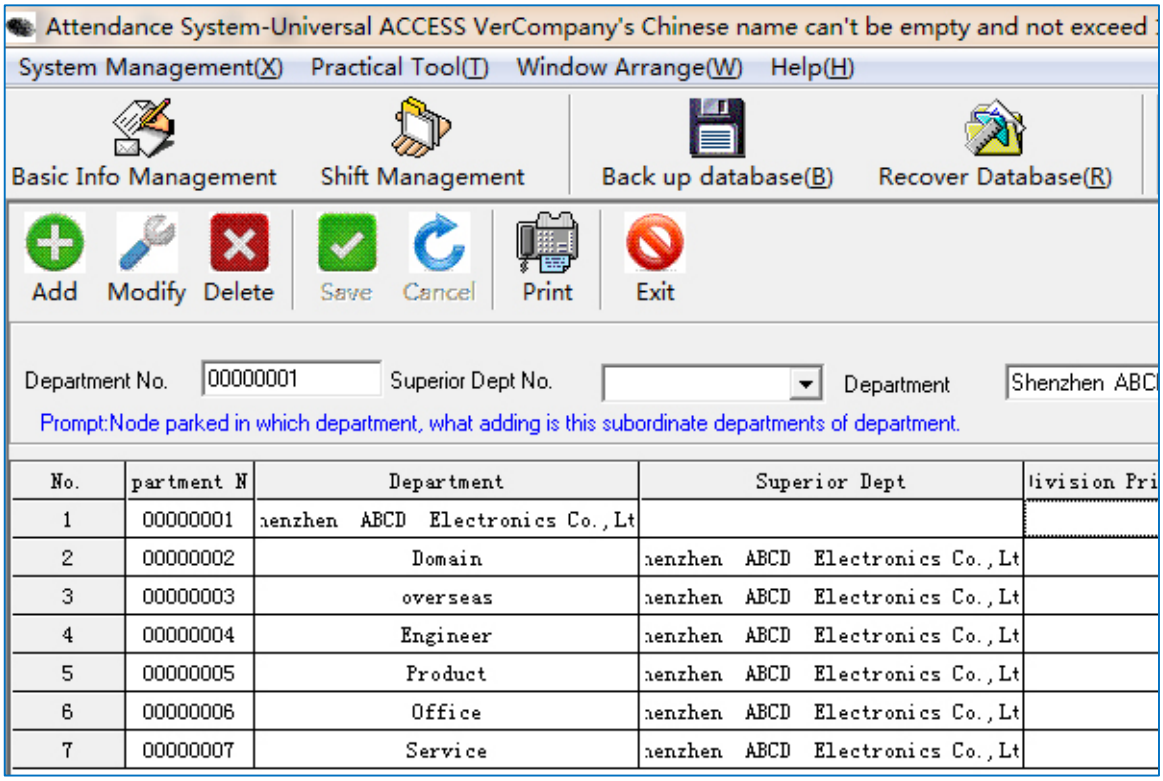
Select the check box 【Show main function】,there are four main parts for the software, 【1. Personnel】【2. Attendance】【3. Report】【4. System】

5.5. 【Company Set】



The administrator can set the Company information and company Logo(BMP, 174 * 174 Pixels), the Telephone/Fax can only input Number , hyphen(-） no characters, no spaces()

5.6. 【Department Set】



No.	partment N	Department	Superior Dept	ivision Pri
1	00000001	henzhen ABCD Electronics Co.,Lt		
2	00000002	Domain	henzhen ABCD Electronics Co.,Lt	
3	00000003	overseas	henzhen ABCD Electronics Co.,Lt	
4	00000004	Engineer	henzhen ABCD Electronics Co.,Lt	
5	00000005	Product	henzhen ABCD Electronics Co.,Lt	
6	00000006	Office	henzhen ABCD Electronics Co.,Lt	
7	00000007	Service	henzhen ABCD Electronics Co.,Lt	

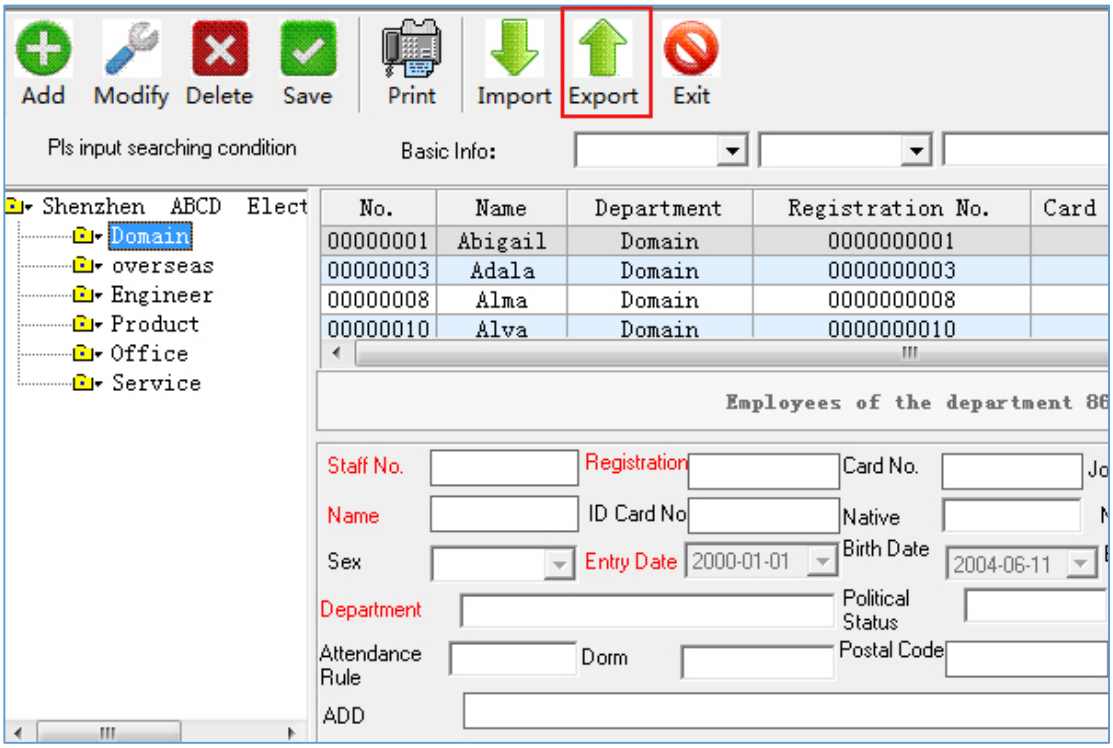
* Very important, the administrator should set the Department before to set the User's information.

* The administrator input the whole company departments and save it.

* The system initial department No 1 is the company name, please do not change it.

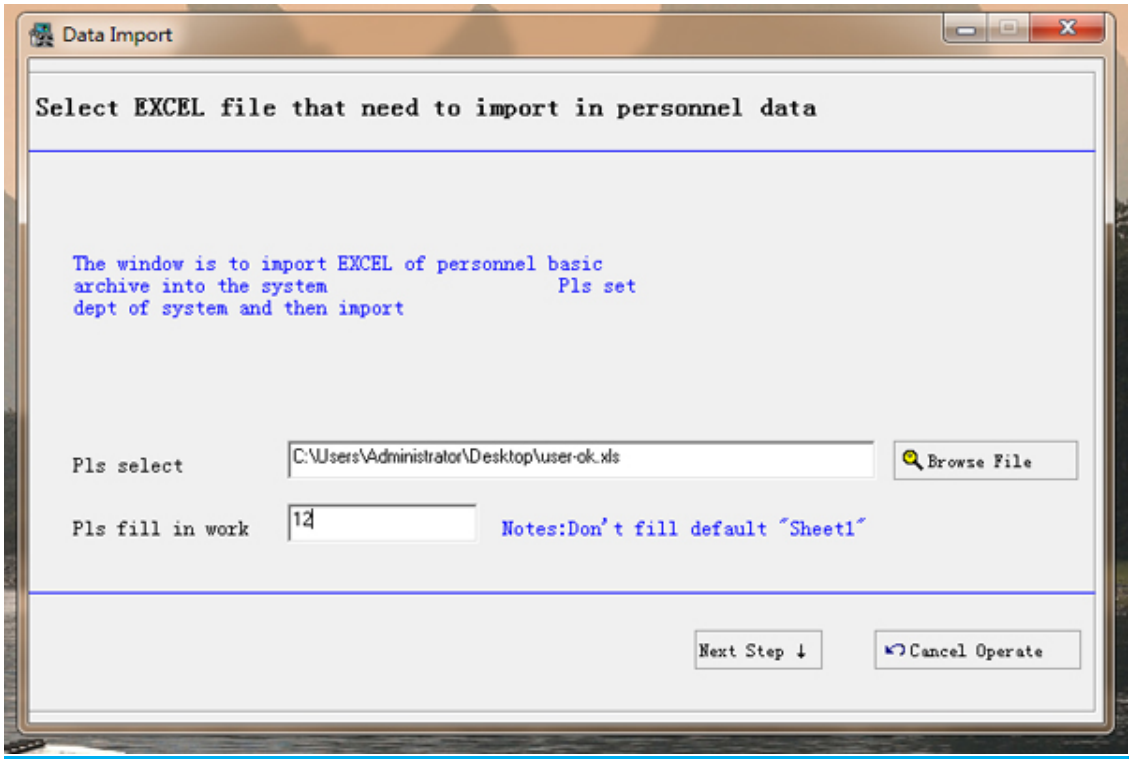
5.7. 【Staff info Setting】

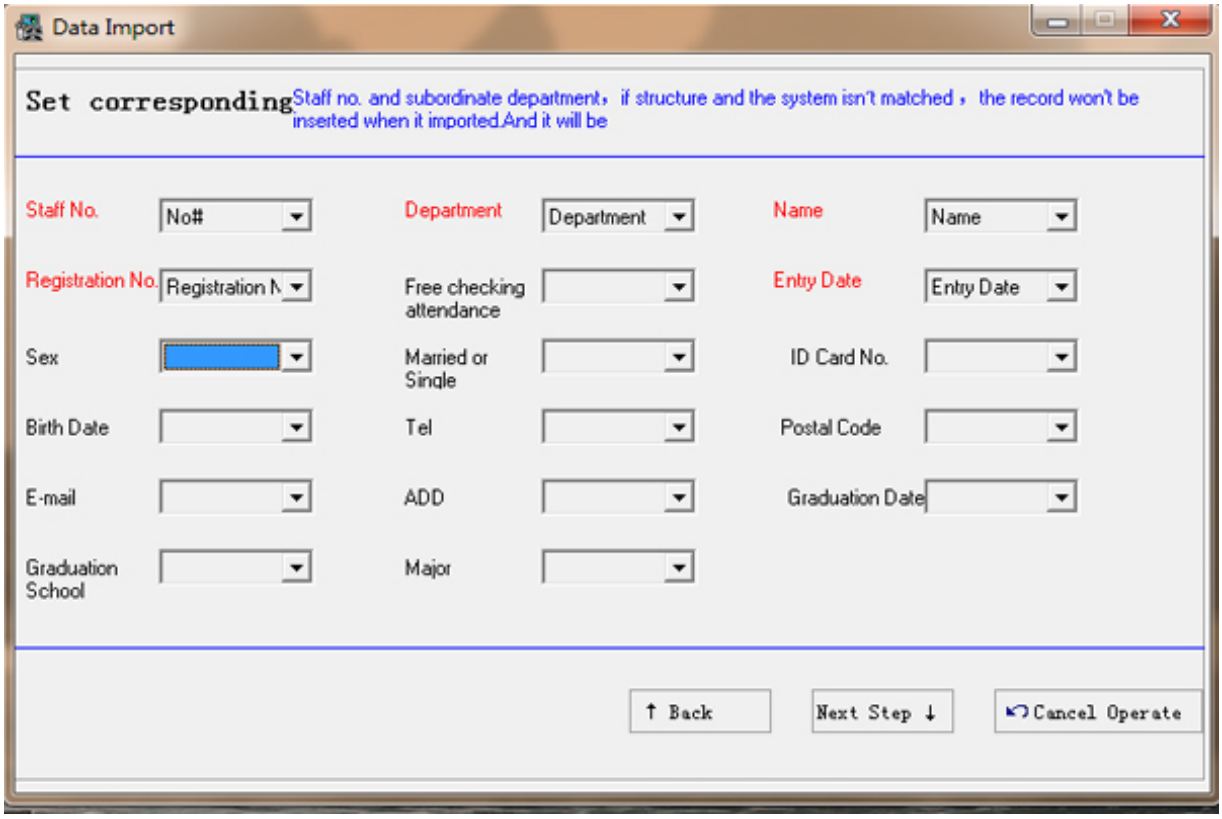
5.7.1. Click the 【Staff info settings】to add the Staff information.



5.7.2 Click the 【Export】, the sowtware will creat a new Excel file, the administrator can input the employee/user's informatioin, the staff sample also can be download from our website.

5.7.3 Click the 【Import】 to upload the 【user info】from the computer, make sure the sheet name is correct, otherwise, it will be failed to import.


Data Import
Select EXCEL file that need to import in personnel data
The window is to import EXCEL of personnel basic archive into the system Pls set dept of system and then import
Pls select
C:\Users\Administrator\Desktop\user-ok.xls
Browse File
Pls fill in work
12
Notes:Don't fill default "Sheet1"
Next Step
Cancel Operate



Remarks:

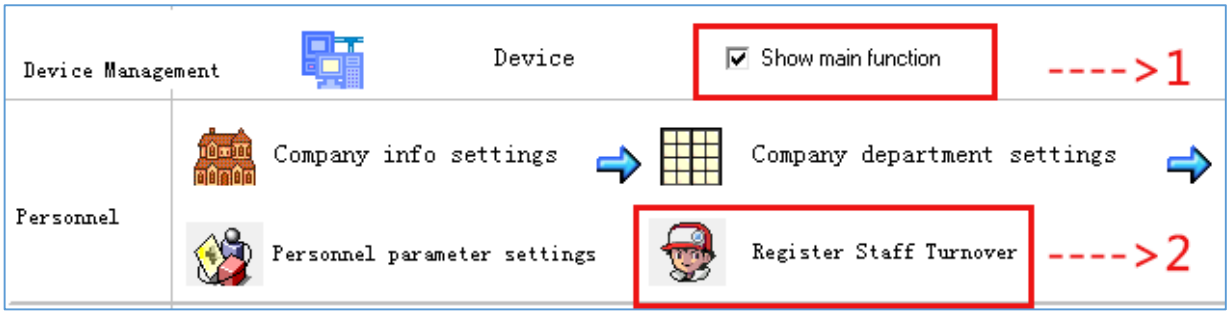
* Items in Red should be fulfil, the other items can keep blank if no need.

* The Staff No. is the Basic information for the whole system, so do not modify it anytime, otherwise, the whole data will get wrong.

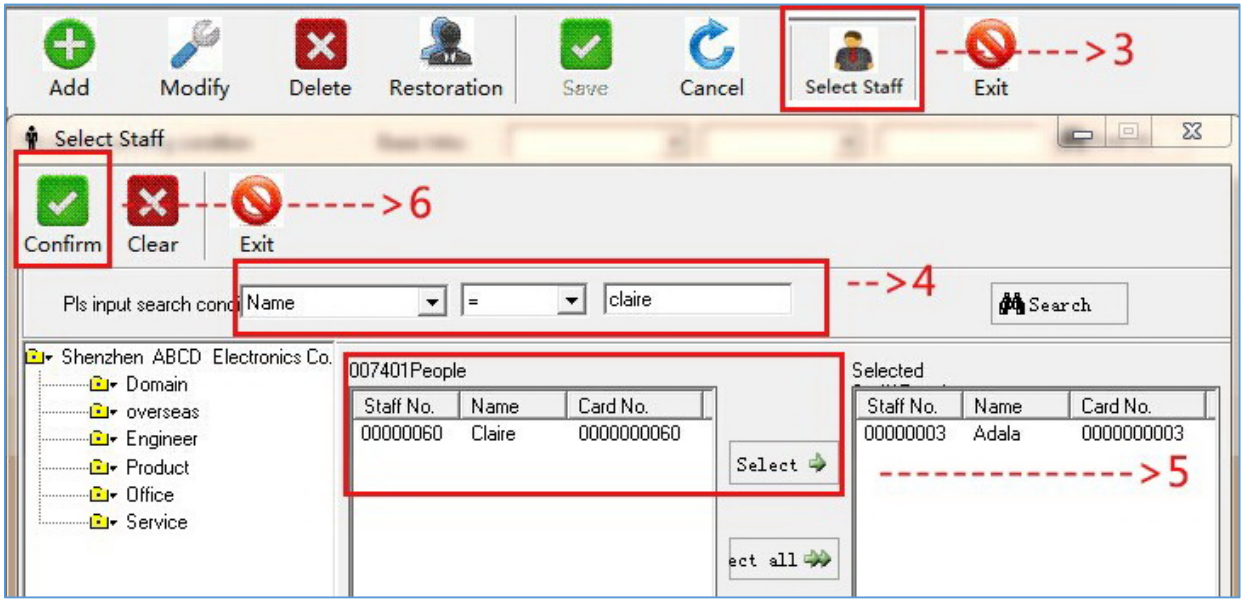
* Free checking Attendance: if chose yes, it means this employee do not need for attendance.

5.7.4. 【Employee turnover】

When the employee leave the company, the administrator should set the Employee turnover, so follow the below steps:



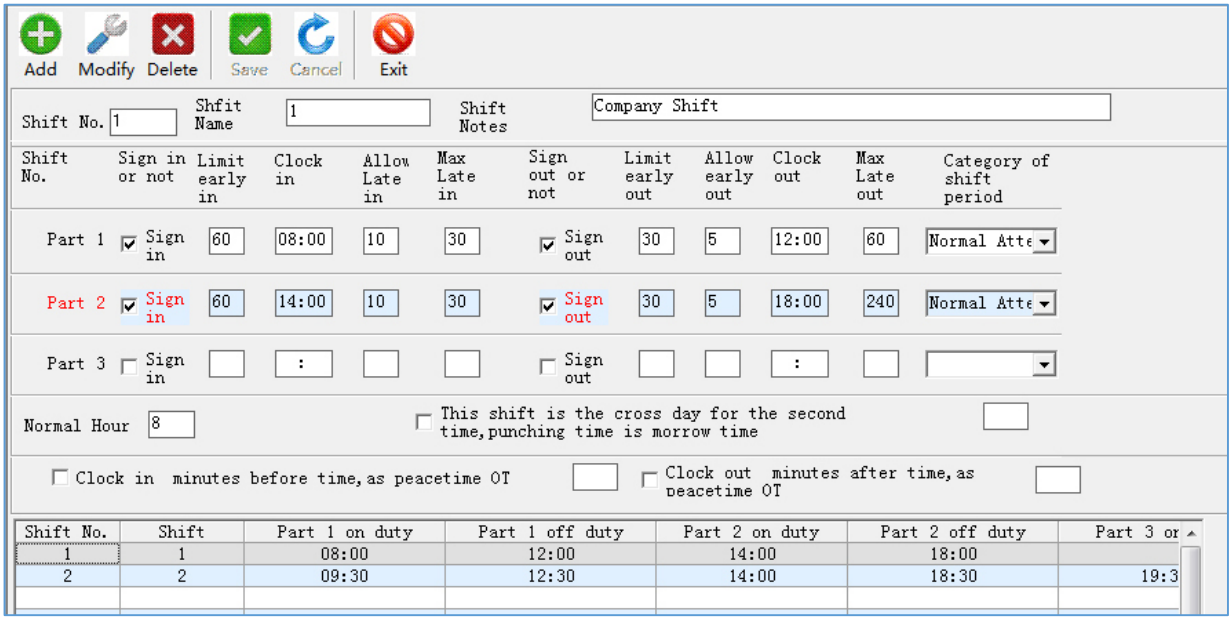
【1. Show Main Function】→【2. Register Staff Turnover】→【3. Select Staff】→【4. Search】→【5. Select those staff 】→【6. Confirm】



5.8. 【Personal Parameter 】Setting

In the Personal Parameter Item, the administrator can set the employee/staff's more information【1. work type info】, 【2. Education info】,【3. Nation info】,【4. Native Info】【5. Position Info】【6. Title Info】【7. Policy Info】.

5.9. 【Shift 】Setting



1. Shift is the core part of the whole Time Attendance, so the Administrator should set this part very carefully.
2. The administrator can set every kind of shift in this part.
3. The administrator should list all kind of company department attendance, then input into the system.

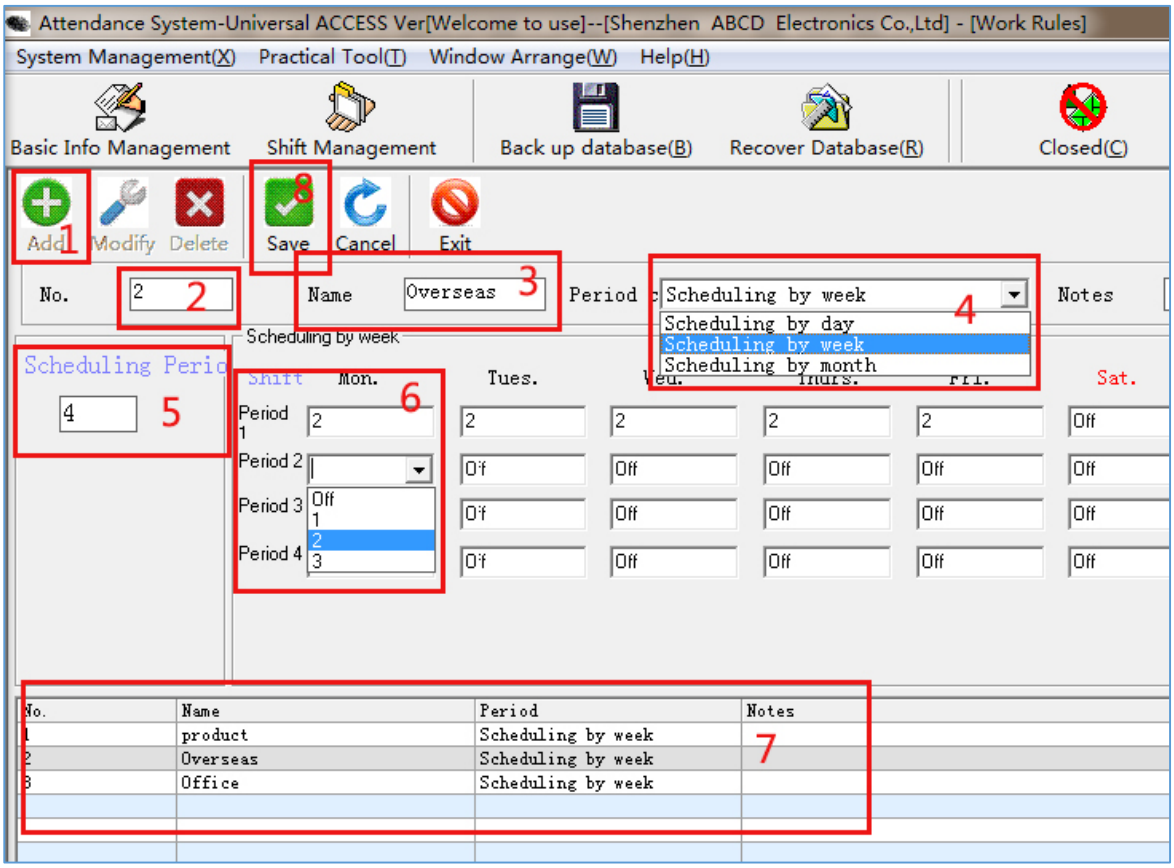
Remarks:

1. 【Limited Early In】, if the start work time is 08:00, and we set 60 minutes, it means the employee can sign in from 07:00 ~08:00 , it will record as normally work time, if he sign in

06:59, it will be not recorded as valid time attendance.

2. 【Allow Late in 】: if the start work time is 08:00, and we set 10 minutes, it means the employee is in valid time attendance if he sign in between 08:00~ 08:10 , it will be recorded as normally work time, if he sign in 08:11, it will be not record as Later time attendance.
3. 【Max Later in 】: if the start work time is 08:00, and we set 30 minutes, it means the employee is in valid time attendance if he sign in from 08:10~ 08:30 , it will record as later work time, if he sign in 08:31, it will be recorded as absent.
4. 【Limited Early Out 】: if the out/off work time is 12:00, and we set 30 minutes, it means the employee can sign out from 11:30 ~12:00 , it will be recorded as Early Out, if he sign out 11:29, it will be recorded as absent.
5. 【Allow Early Out 】: if the out/off work time is 12:00, and we set 5 minutes, it means the employee can sign out from 11:55 ~ 12:00, it will be recorded as normally sign out, if he sign out from 11:30 ~ 11:54, it will be recorded as Early Out.
6. 【Max Later Out 】: if the out/off work time is 12:00, and we set 60 minutes, it means the employee is in valid time attendance if he sign out from 12:00~13:00 , if he sign out in 13:01, it will be recorded as Absent.

5.10. 【Shift Pattern】Setting



【Shift Pattern】Part is the 2nd important in the whole time attendance system.so please set it correctly following:

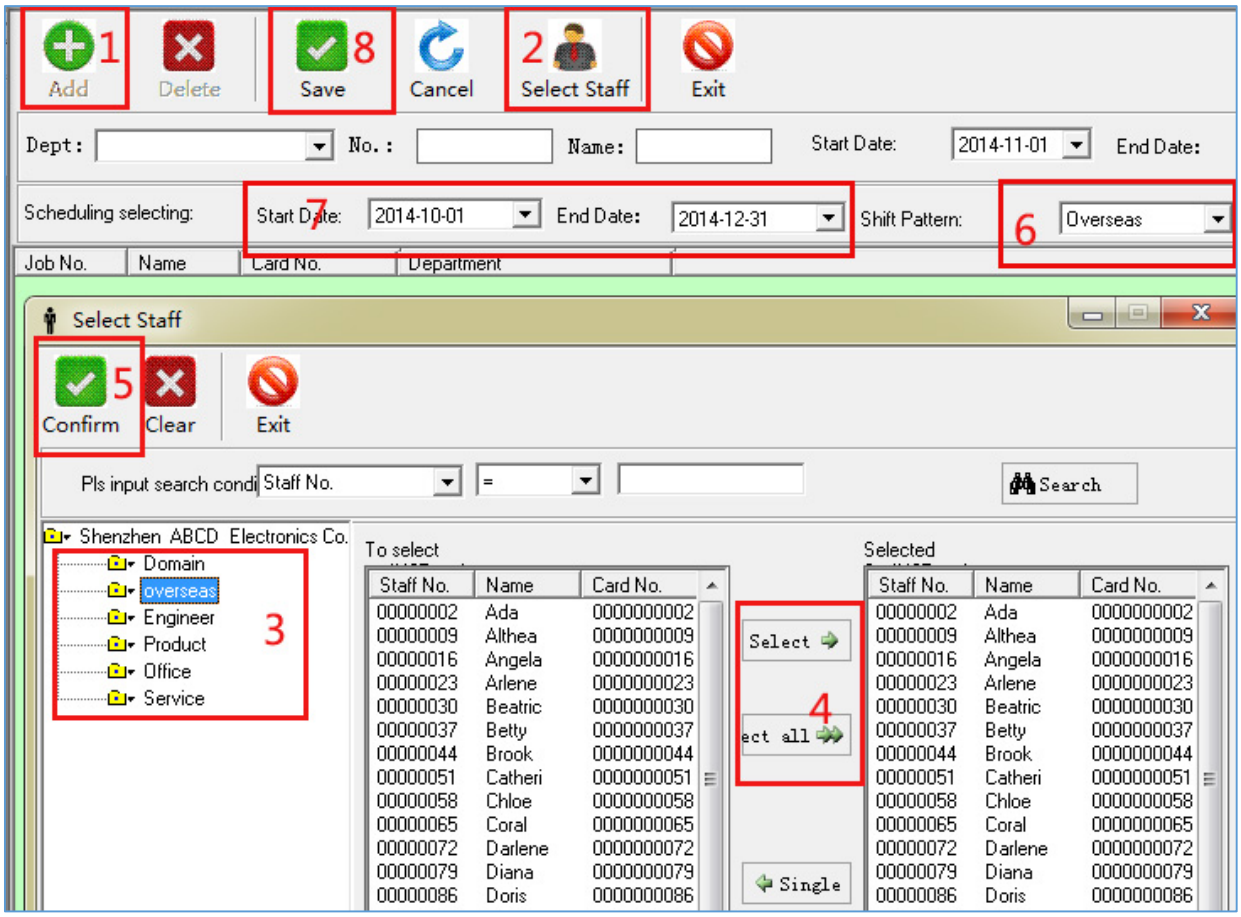
1. In this part, the administrator to set the employee/staff work attendance time.
2. The administrator arrange the employee into the correct 【Shift Pattern】.

3. The time attendance period can set per-day, per-week, and per-month.

4. there are max 4 period for every scheduling period, you set one period, it means the shift recycled every week/month , if set 2 period, it means the first week, use the 【period 1】, the 2nd week use the 【period 2】, the 3rd week use the 【period 1】,….Keep on recycling shift attendance every week/month.

5. All departments shift should be set in here.

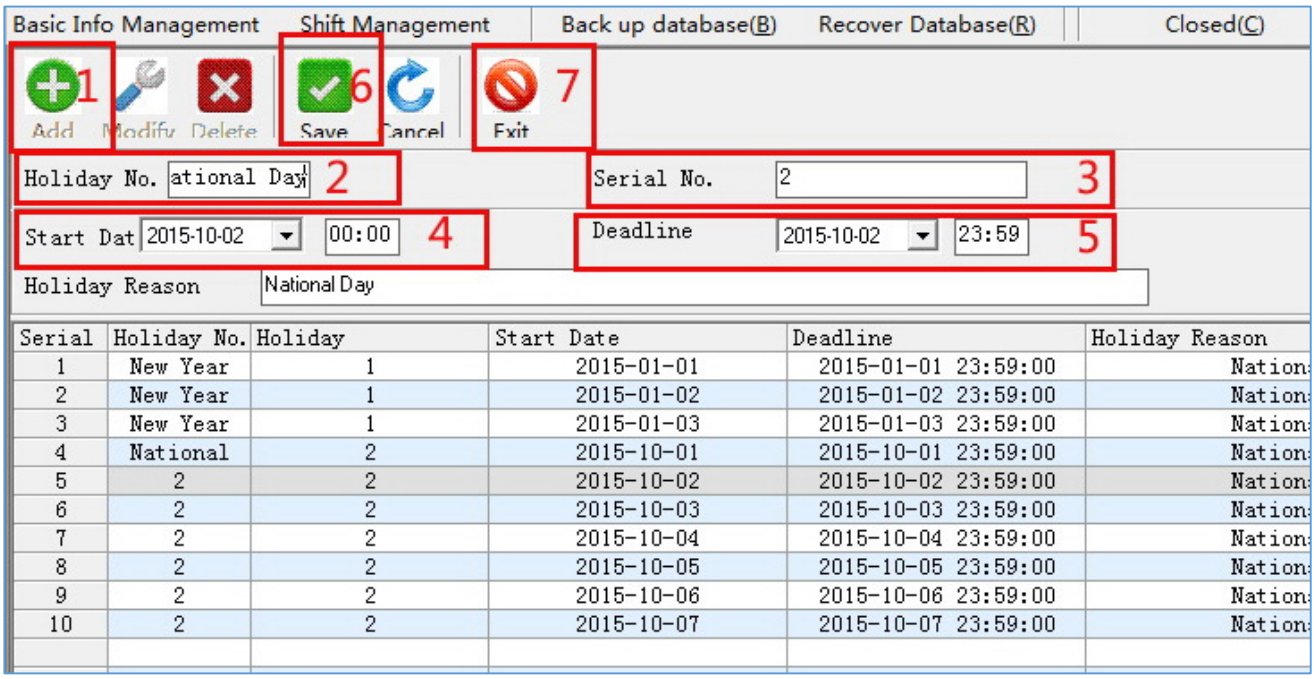
5.11. 【Start Scheduling】Setting



After Set all company shift and department and scheduling , 【1. Add】→【2. Select Staff】→【3. Choose Staff from the left List】→【4. Select /Select All Staff 】→【5. Confirm】→【6. Choose the Shift Pattern from the List】→【7. Choose the Start Date and End Date .】→【8. Save to start .】

Only connect the device to computer, and 【stat the Scheduling】, the Software will upload all setting to the device, and the device can begin to work.

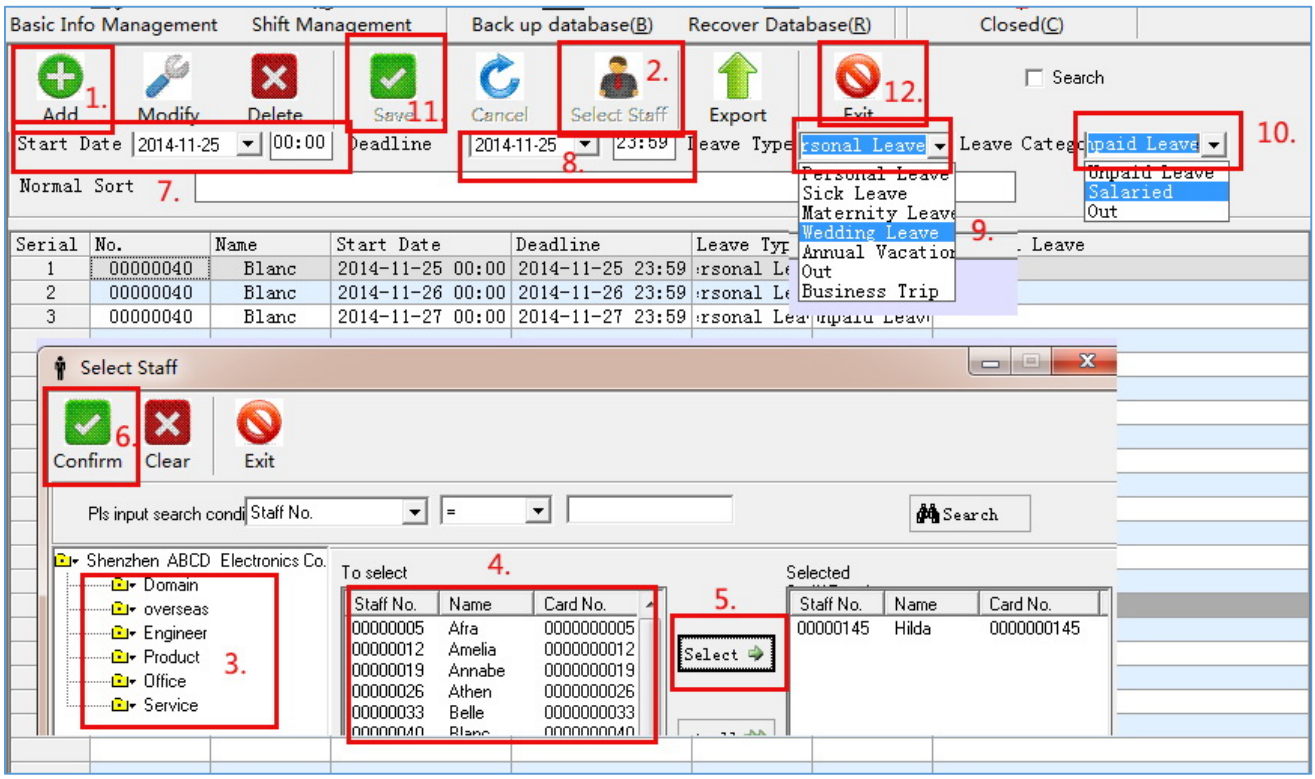
5.12. 【Holiday Registration】Setting



Serial	Holiday No.	Holiday	Start Date	Deadline	Holiday Reason
1	New Year	1	2015-01-01	2015-01-01 23:59:00	Nation
2	New Year	1	2015-01-02	2015-01-02 23:59:00	Nation
3	New Year	1	2015-01-03	2015-01-03 23:59:00	Nation
4	National	2	2015-10-01	2015-10-01 23:59:00	Nation
5	2	2	2015-10-02	2015-10-02 23:59:00	Nation
6	2	2	2015-10-03	2015-10-03 23:59:00	Nation
7	2	2	2015-10-04	2015-10-04 23:59:00	Nation
8	2	2	2015-10-05	2015-10-05 23:59:00	Nation
9	2	2	2015-10-06	2015-10-06 23:59:00	Nation
10	2	2	2015-10-07	2015-10-07 23:59:00	Nation

Click the 【Holiday Registration】,so the administrator can set the Holiday.【1. Add】→【2. Holiday No.: can input the holiday description】→【3. Serial No.:】→【4. Start Date/Time 】→【5. Deadline Date / Time】→【6. Save】→【7. Exit】.

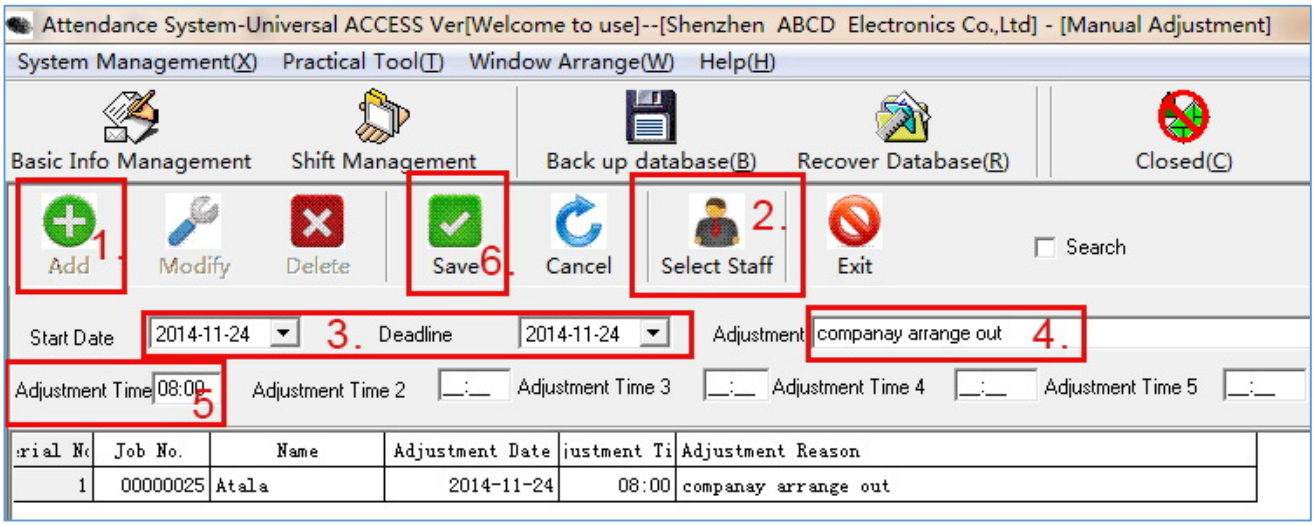
5.13. 【Leave or be out registration】Setting



Click the 【**Leave or be out registration**】,so the administrator can set the staff leave or Out.【1. Add】→【2. Select Staff】→【3. Select the department】→【4. Staff List】→【5. Select Staff】→【6. Save】→【7. Start Date/Time】. →【8. Deadline Date/Time】→【9. Leave

Type】→【10. Leave Category】→【11. Save】→【12. Exit】

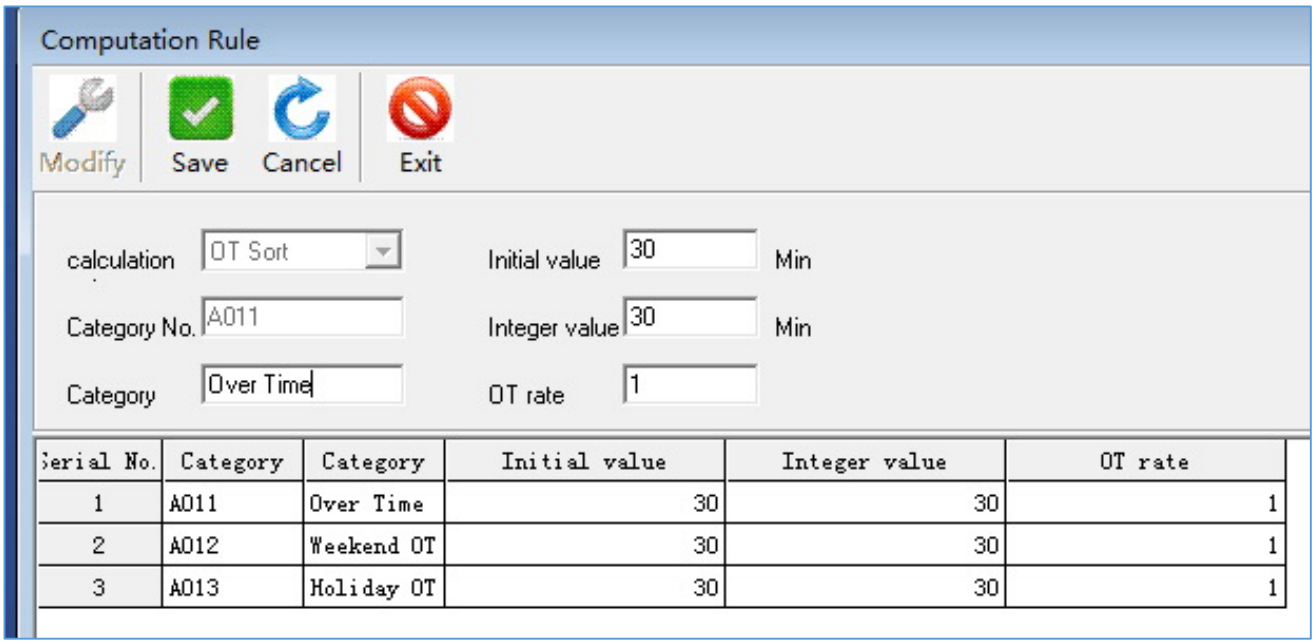
5.14. 【Manual Adjustment】Setting



Click the 【**Manual Adjustment**】, some staff login in /out is acceptable even if he is not in the arranged Time Attendance because of some reasonable excuse, so the administrator can set the staff time Manual Adjustment.

【1. Add】→【2. Select Staff】→【3. Start Date/Time，Dead Line】→【4. Adjustment Reason】→【5. Adjustment Time】→【6. Save】.

5.15. 【Computation Rules】Setting



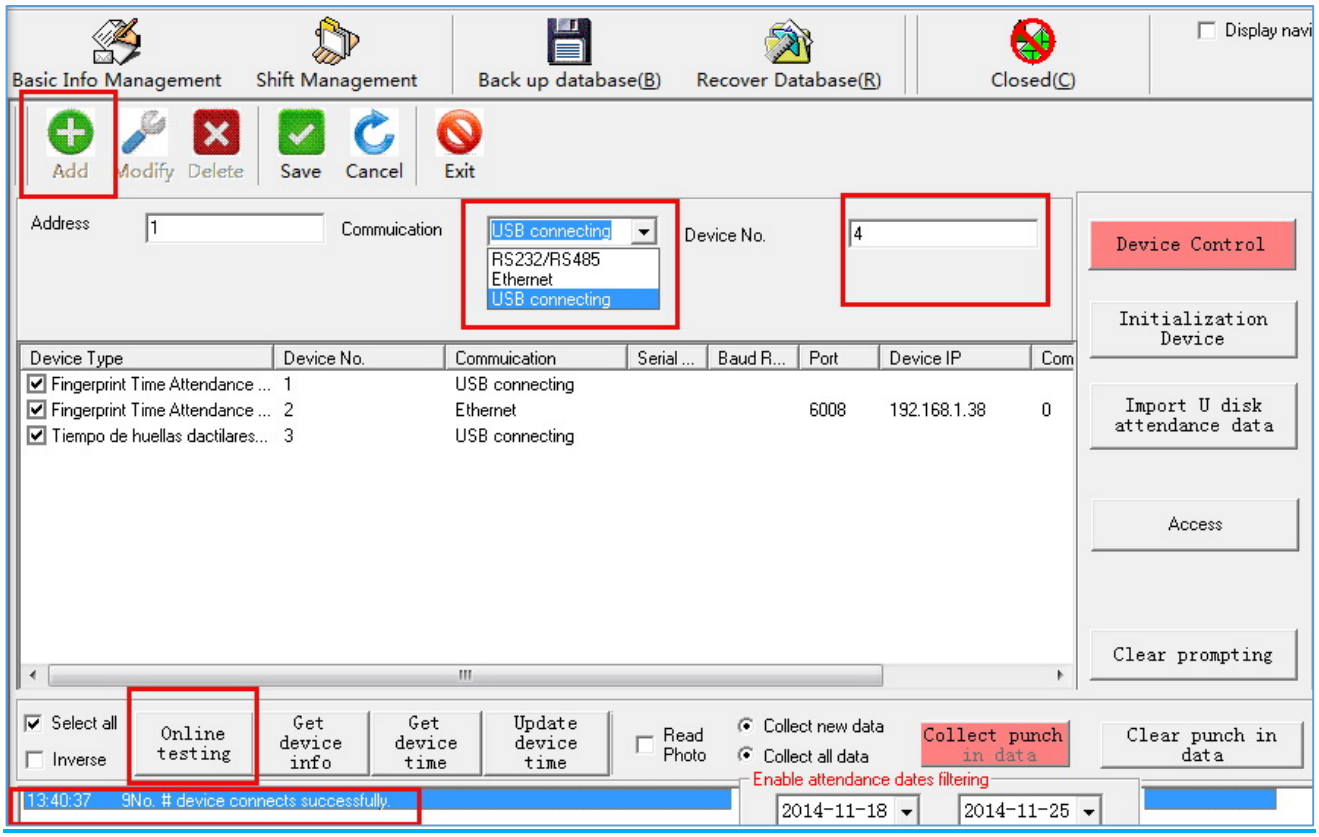
Click the 【**Computation Rule**】,this is for staff work overtime calculate,

1. 【Initial Value】： if set 30 minutes, only over 30 minutes, the system will calculate as the overtime.

2. 【Integer Value】: if Set 30 minutes, only the times of 30 minutes, it will be rouding. E.g: if a staff work 85 minutes, it is 30 *2 +25 minutes, so only 60 minutes will be calculated into overtime, and the 25 minutes will not be calculate.

3. OT Rate: it's the Overtime Rate, can only set the integral, can be 1,2,3…..it means the staff overtime is the same as normal time or times of normal work time.

5.16. 【Data Collection】Setting



Click the 【**Data Collection**】, to set the terminal connect to the PC.

【1. Add】: To Add a New terminal into this software.

【2. Communication 】: to choose the communication method between the Terminal and PC, there are 3 methods: RS232/485, Ethernet (LAN), USB, for short distance, we prefer to USB, for long distance, we prefer to Ethernet(LAN), Details can prefer to Chapter 4.4

【3. Device No.】: please set the same 【Device ID】 No. On the Terminal,

【4. Online Testing.】: To check the communicate set is correct or not.

【5. Get Device info.】: To get the registered user's information from the Device.

【6. Get Device Time.】: To get the device time, so can check it's correct or not.

【7. updated Device Time.】: To correct the device time the same as the PC time.

【8. Read Photo.】: Some models can show the Staff photo in the Device, this model without this function.

【9. Collect New Data.】: To get any new data from the Device to the PC.

【10. Collect all Data.】: To get the specified time data from the Device to the PC.

【11. Initialization Device.】: To format the Device to Factory reset, all data will be deleted.

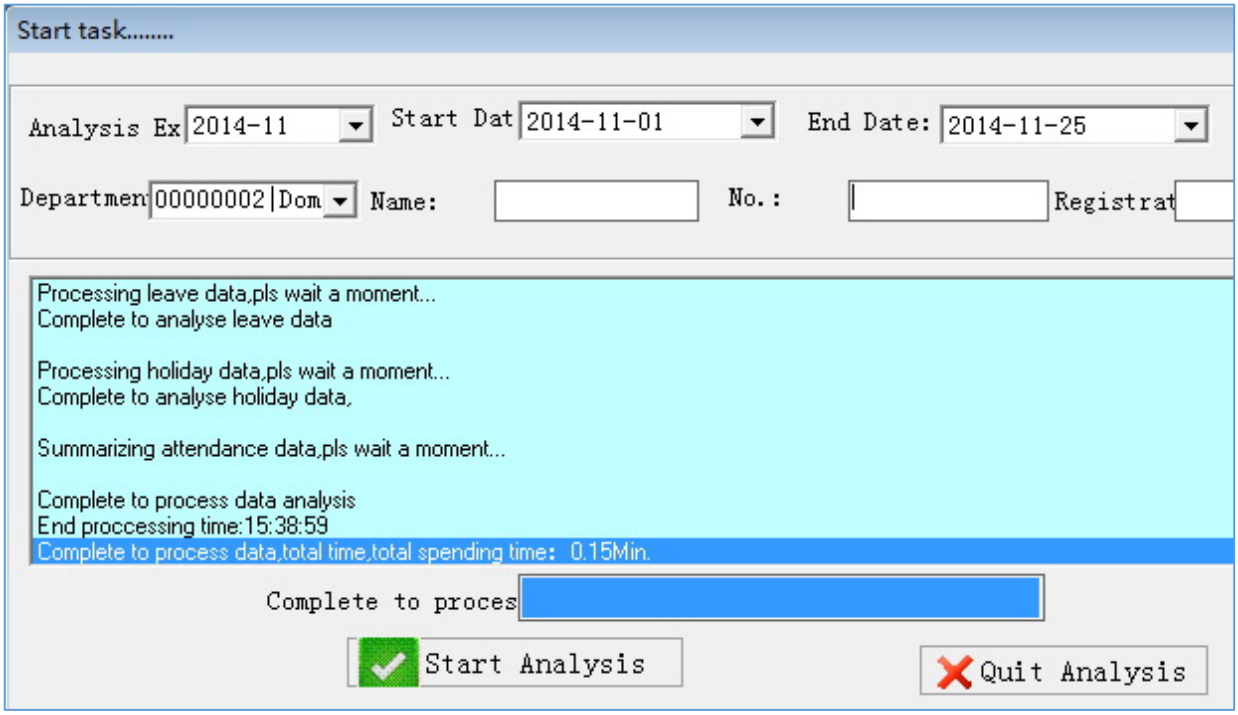
【12. Import U Disk Attendance Data】: To import the Attendance from the USB Flash Disk, it's ".txt" format.

5.17. 【Attendance Analysis】Setting

After the time attendance, and the manager want to get the staff attendance data, connect the device to computer by USB cable, then 【Data collection】→【Attendance Analysis】.

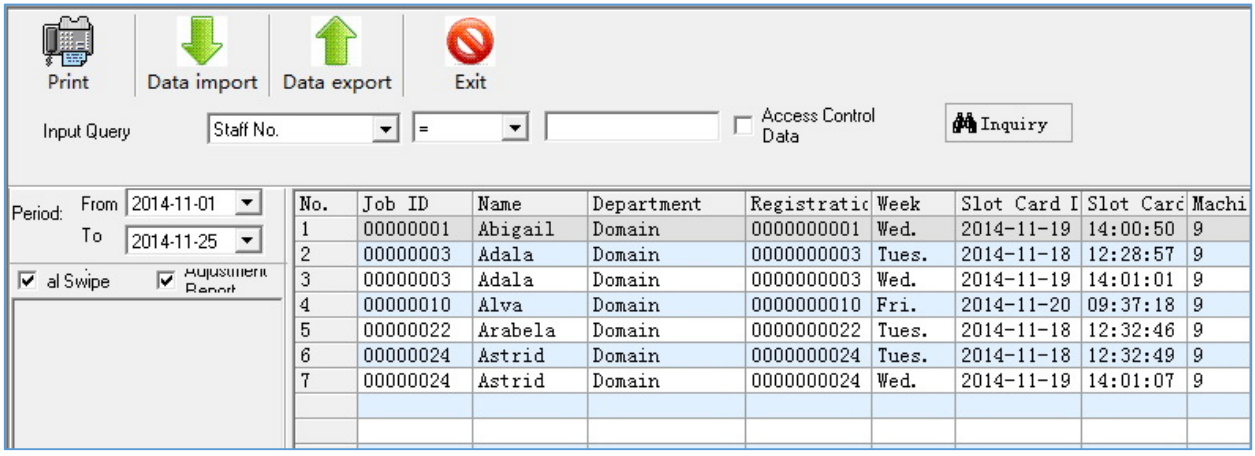
It's very important to follow this steps, so the software can get all attendance data from the device and the manager can to do the next steps.

To choose the 【Analysis Date】 and 【Department】→【Start Analysis】.



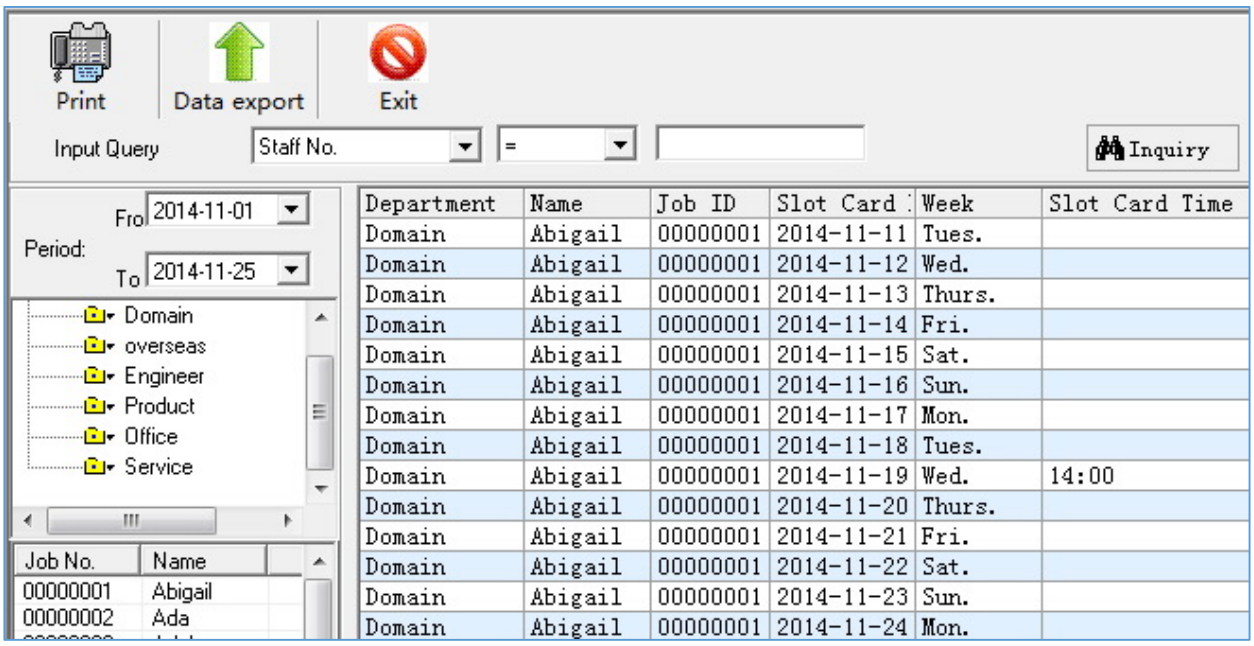
The administrator can set the department and the period to analyses the Attendance Data.

5.18. 【Original Record Report】Setting



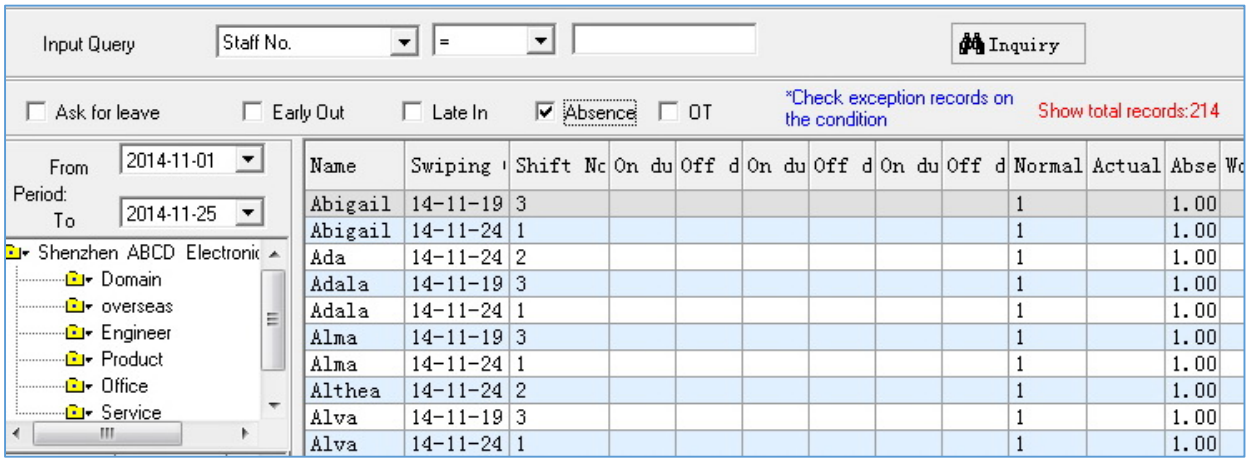
When enter the 【Original Records Report】, the administrator can get all staff time attendance information, if the company has several terminal, can 【Data Import 】together to analyses, and then to 【Data Export】or 【Print】.

5.19. 【Attendance Report】Setting



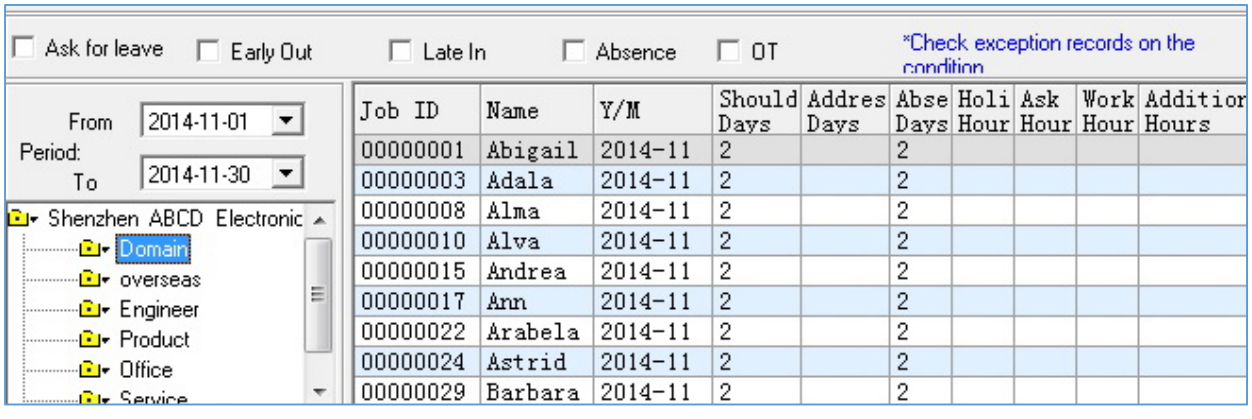
The administrator can get every staff All time/every time attendance data.

5.20. 【Attendance Daily Report】



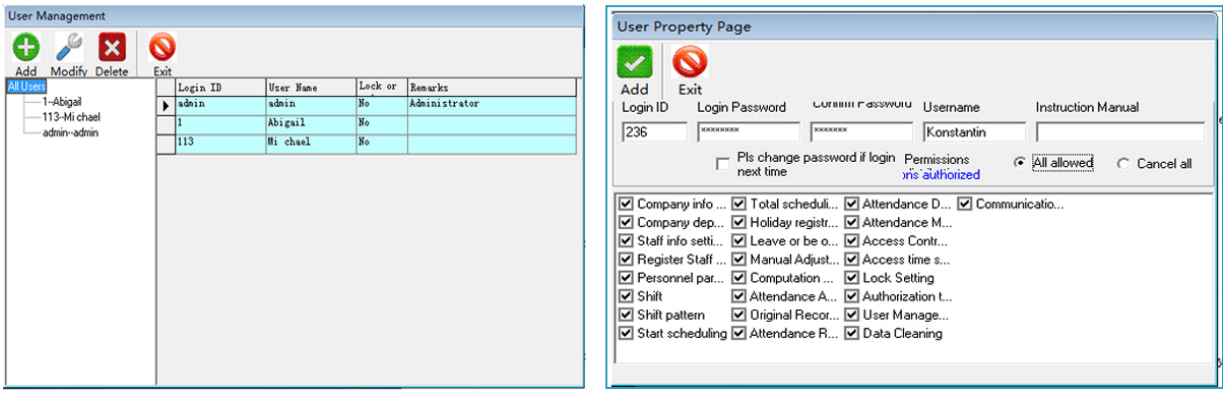
The administrator can get every staff every day's time attendance data (Only record those in the shift and group setting).

5.21. 【Attendance Monthly Report】



The administrator can get every staff month time attendance data.

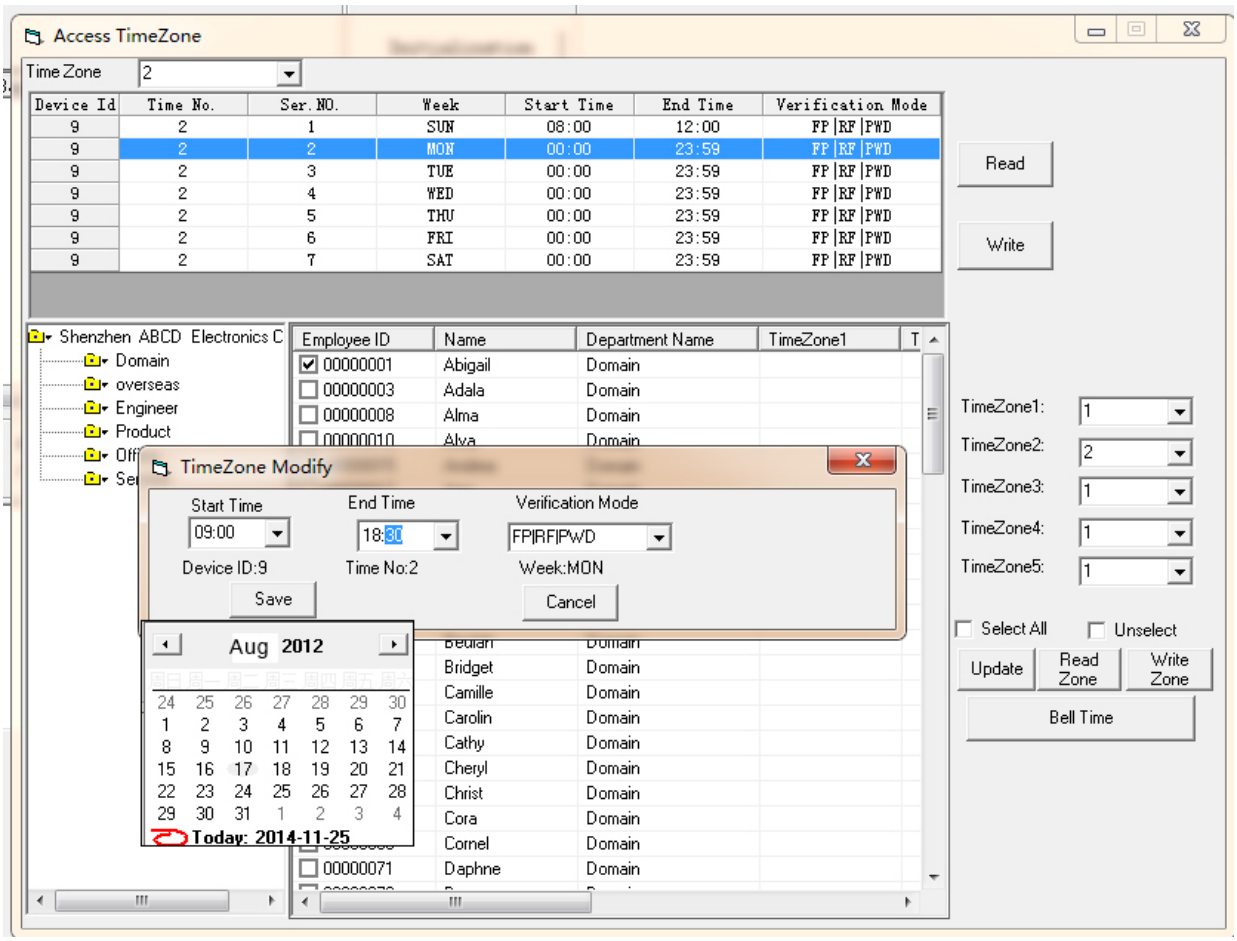
5.22. 【User Management】



To set the terminal Administrator, this product can set Max 10 Administrator, and authorize the different power to control the whole system.

5.23. 【Access 】Setting

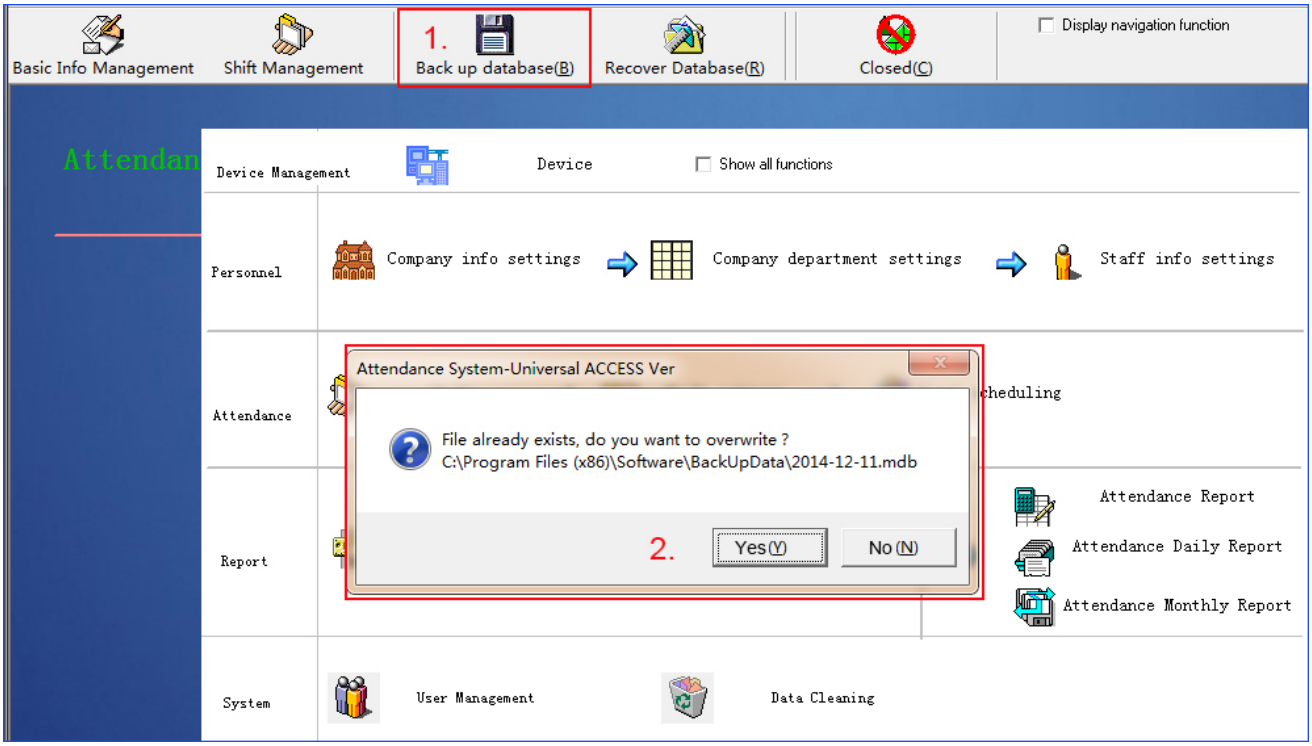
【Device Management】→【Device】→【Access】, this product can set Max 10 Administrator, and authorize the different power to control the whole system.



In this part, the administrator can set the time to Access of the Staff.

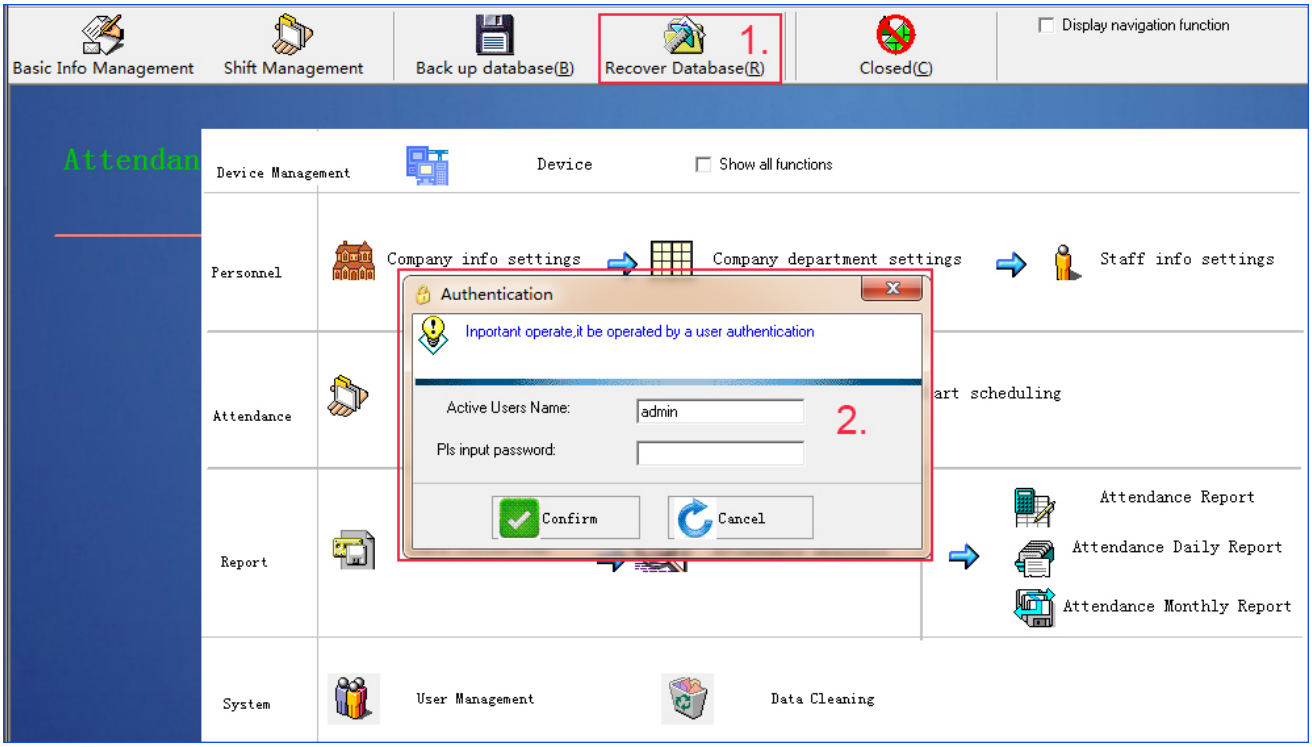
We strongly suggest to set this part in the device, it's easier than in the software.

5.24. 【Back up Database】



The manager can backup the database every time after set the software, the system can save all user's register information and log data. Please set the different Backup Name.

5.25. 【Recover Database】



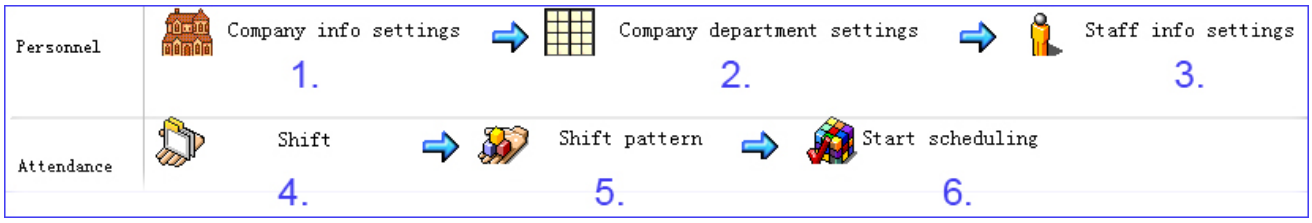
* The manager can recover the backup database anytime if needed.

* Please keep the "data backup" in safe, anytime, if the computer get wrong, can data-recover.

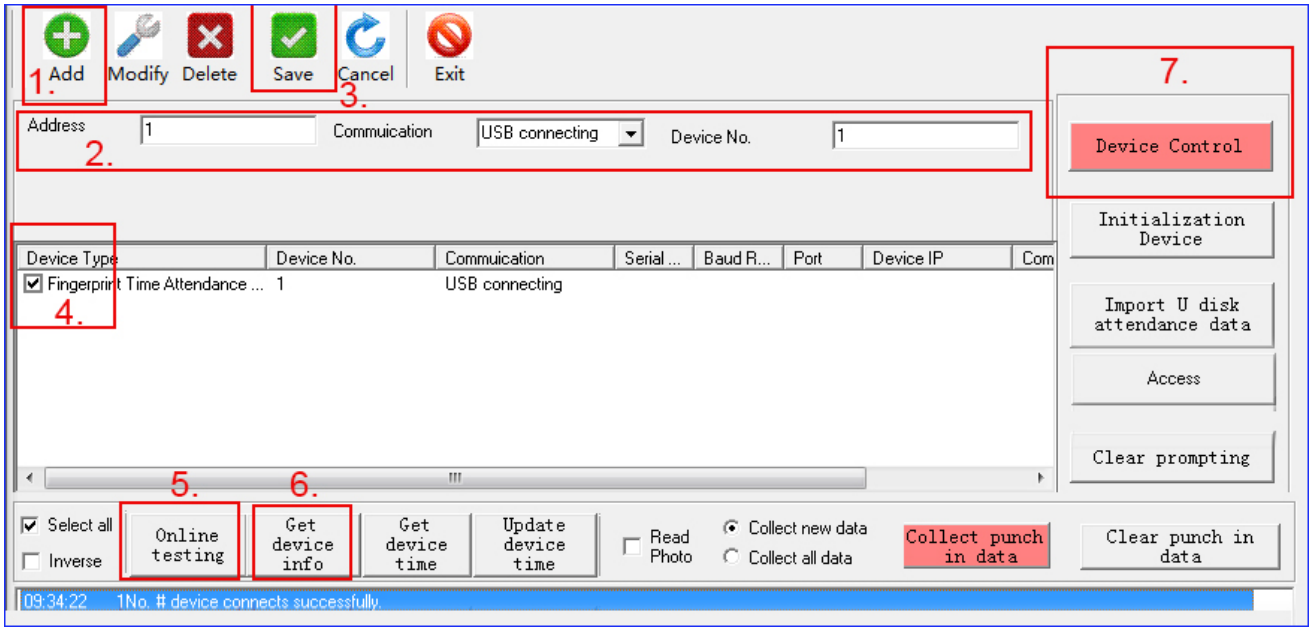
Chapter VI: Quickly Use the Device

1. Power on Device→【Chapter 3.4】→connect device to PC by USB/WLAN/WIFI【Optional】

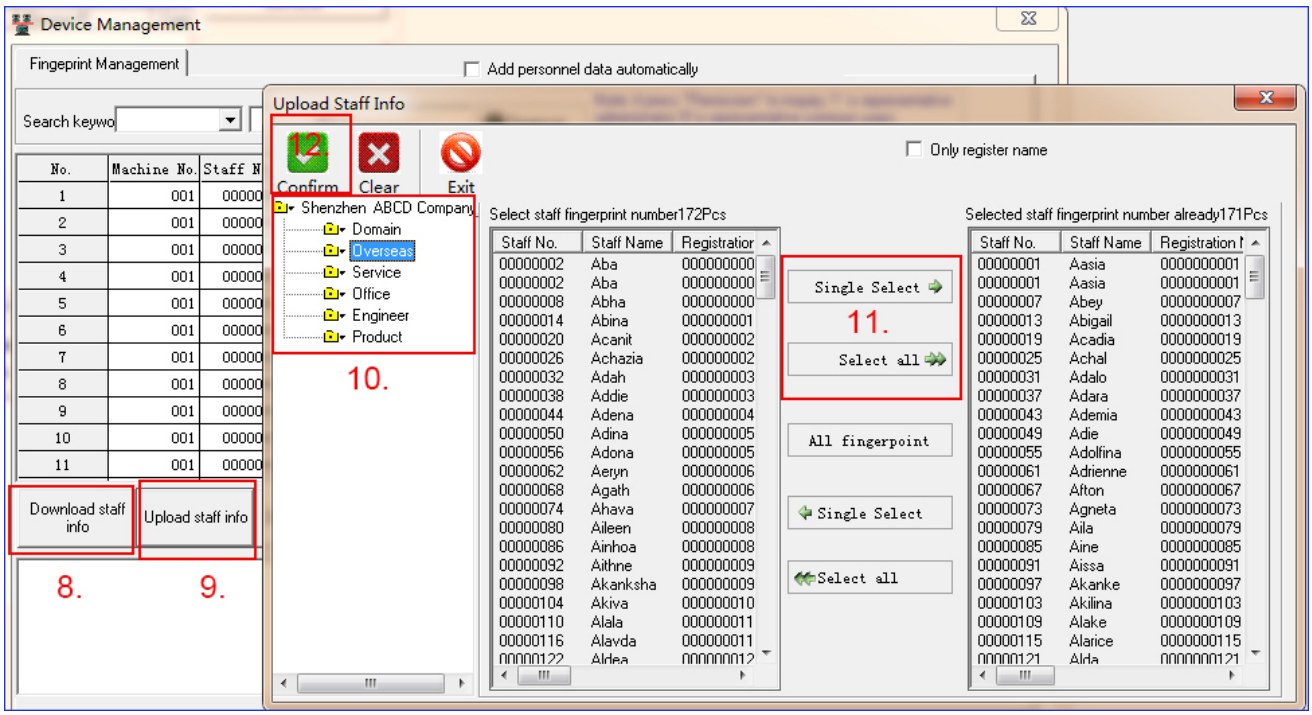
2. Run the "Software", and set as follow Step 1-6. Prefer to 【Chapter 5.5 ~ 5.11】



3. Click the 【Data Collection】, Set as follow Step 1 ~ 7 , prefer to 【Chapter 5.16】



4. Set as follow Step 8 ~ 12, prefer to 【Chapter 5.16】



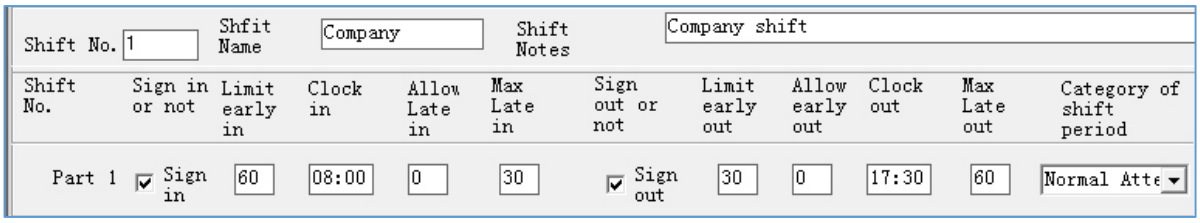
5. After finished all above setting, the Device can begin to work.

Chapter VII: Time Attendance Set → Sample A.

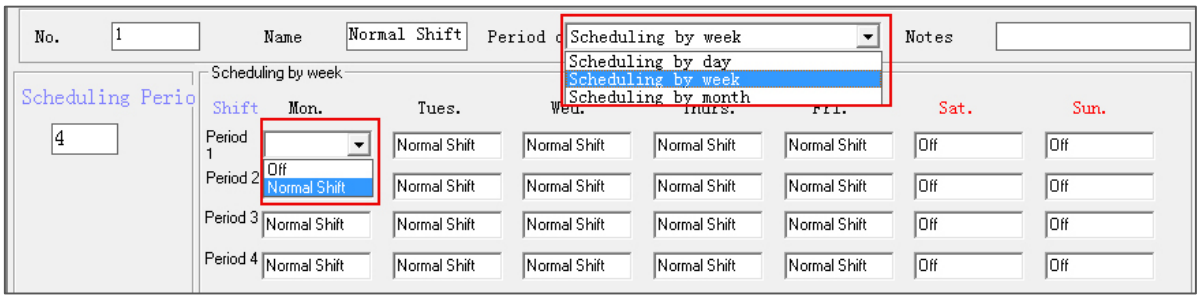
A: If the company work time as follows, and all employee use the same work time.

Work Time	Sign in	Sign Out
Morning (Monday ~ Friday)	08:00	17:30

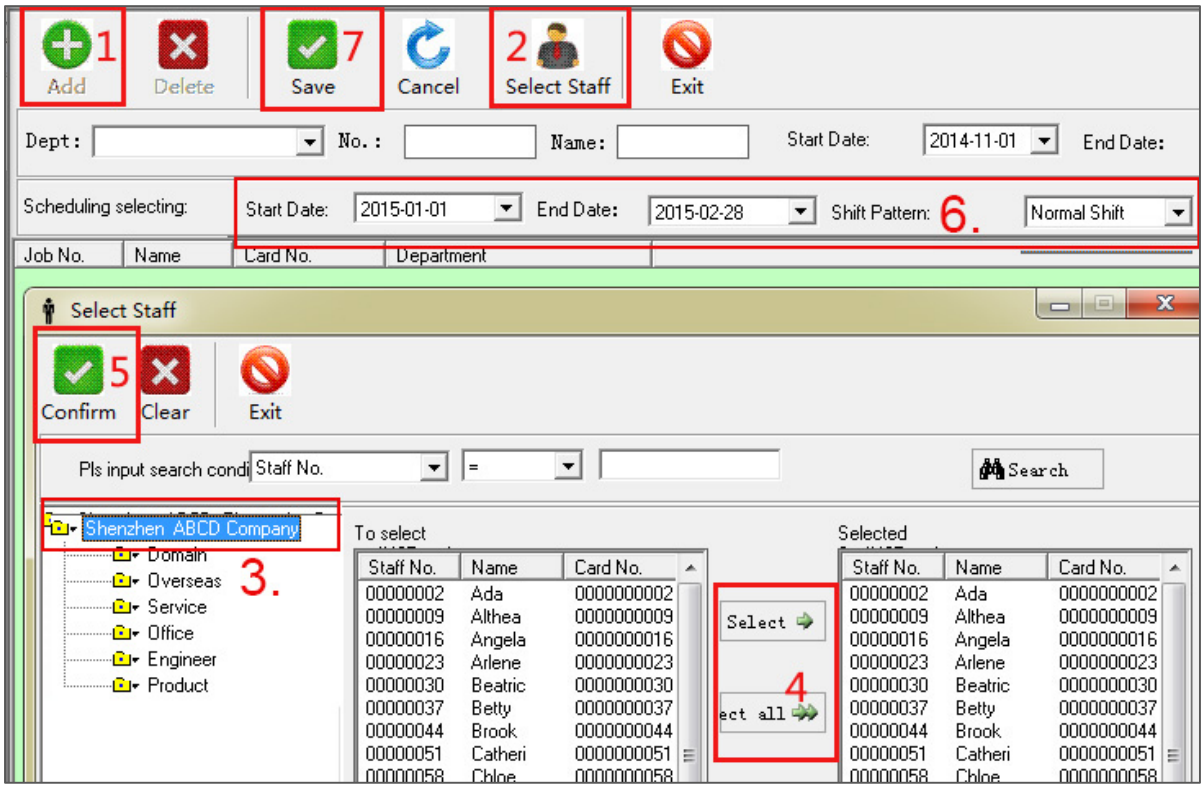
So we can set the shift as follows: 【1. Shift】→【2. Shift Pattern】→【3.Start Scheduling】



(1. Shift Setting)



(2. Shift Pattern Setting)

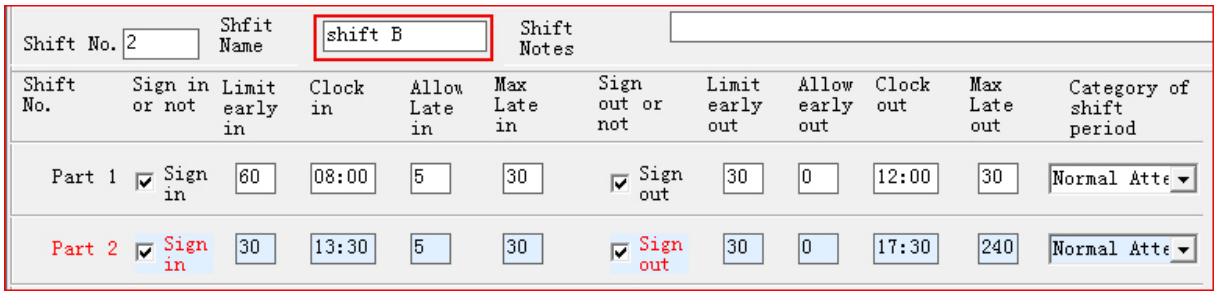


(3. Start scheduling)

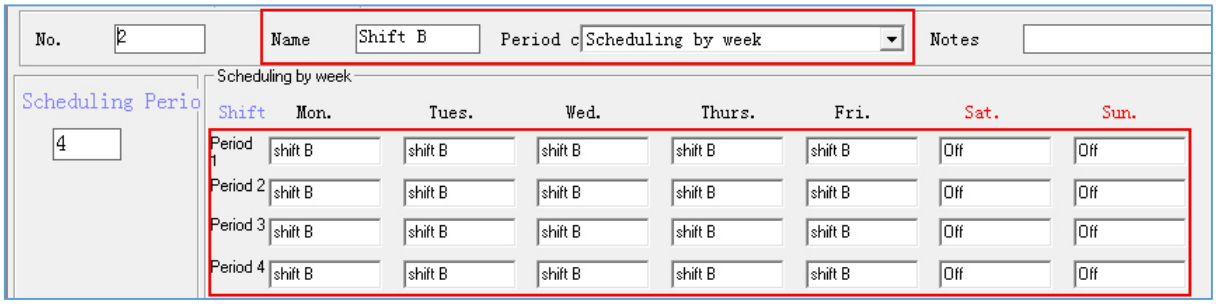
Chapter VII: Time Attendance Set → Sample B.

B: If the company work time as follows, so we can set the shift:

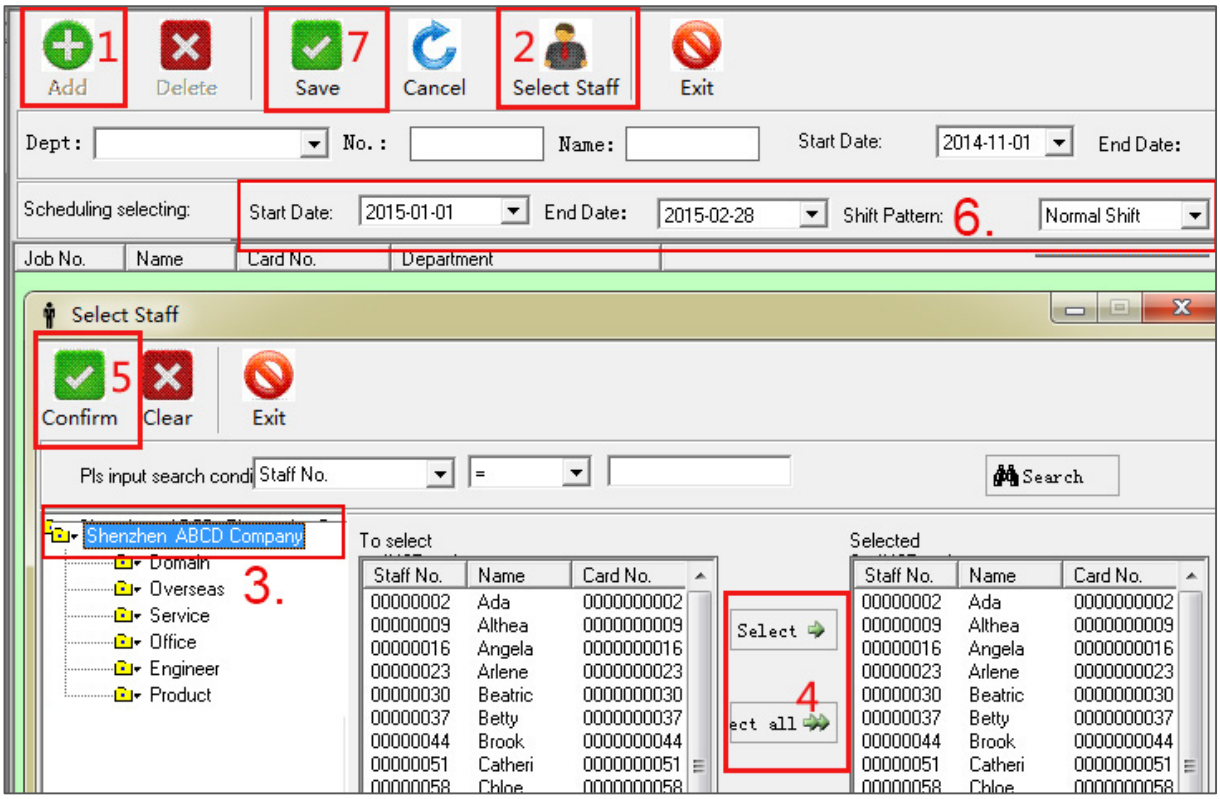
Work Time	Sign in	Sign Out
Morning (Monday ~ Friday)	08:00	12:00
Afternoon (Monday ~ Friday)	13:30	17:30



(1. Shift Setting)



(2. Shift Pattern Setting)



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Кепілдік талоны

Кепилдик талону

Талони кафолати

Kepillik talony

Kafolat taloni

Гарантійний талон

PRODUCT [1]	
MODEL [2]	
SERIAL № [3]	
PURCHASE DATE [4]	Month Day Year
TRADE ORGANIZATION [5]	
TRADE ORGANIZATION ADDRESS [6]	
TRADE ORGANIZATION PHONE [7]	
NOTICE [8]	

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Кепилдик шарттары жана тейлөө борборлорунун тизмеси менен тааныштым
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